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OF THE AIR FORCE**

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**Operations Support**

**INTERNATIONAL AFFAIRS AND  
SECURITY ASSISTANCE MANAGEMENT**

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This Manual implements Air Force Policy Directive (AFPD) 16-1, *International Affairs*. It provides guidance and procedures for validating, approving, and preparing essential parts of international affairs and security assistance programs. It applies to all Air Force personnel who perform duties under the umbrella of international affairs, security assistance, and security cooperation, including the Air National Guard (ANG) and Air Force Reserve units. To ensure a full understanding of the international affairs, security assistance processes, and security cooperation, users of this manual should familiarize themselves with Department of Defense (DoD) 5105.38-M, *Security Assistance Management Manual (SAMM)*; DoD regulation 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures*; Headquarters Air Force Mission Directive (HAFMD) 1-16, *Deputy Under Secretary of the Air Force, International Affairs*; Section 2151 et seq. of title 22, United States Code, “*Foreign Assistance*” (Foreign Assistance Act of 1961, as Amended); Section 1 et seq. of title 22, United States Code, “*Arms Export Control*” Arms Export Control Act.; AFI 16-105-IP, *Joint Security Cooperation Education and Training (JSCET) Regulation*, and AFI 16-110, *USAF Participation in International Armaments Cooperation*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms.cfm>.

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Secretary of the Air Force/International Affairs (SAF/IA), Major Commands (MAJCOMs), the Air Force Security Assistance Center (AFSAC), and the Air Force Security Assistance Training (AFSAT) Squadron may develop handbooks or other publications to supplement this manual. Copies of supplements shall be sent to the Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX) for information and awareness. No waivers may be granted for any part of the publication. See Attachment 1 for a glossary of references and supporting information.

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Office titles have been updated. References such as AFIs and Department of Defense Instructions (DoDI) have been updated. All uses of “customer” have been changed to “partner”. In addition, there have been major changes in several chapters: Chapter 2 – addition of Real Property Management (2.10); Chapter 4 – deletion of processing letters of intent (LOI); Chapter 6 – division of section 6.7 into two sections: 6.7, Transportation of Classified Materiel and 6.8, Transportation of Hazardous and Explosive Materiel; Chapter 7 – addition of 7.11, Tactics Manual Program and 7.12, Section 1206 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2006, as Amended; Chapter 7– all uses of “TCG/IEMG” have been changed to “TCP/IEMP”. The attachments have been substantially revised and must be completely reviewed.

<b>Chapter 1—INTRODUCTION</b>	<b>7</b>
1.1. Purpose. ....	7
1.2. Waivers to Procedures. ....	7
1.3. Organizational Responsibilities and Relationships. ....	7
1.4. Security Assistance Managers. ....	15
<b>Chapter 2—GENERAL PROCEDURES FOR SECURITY COOPERATION AND SECURITY ASSISTANCE</b>	<b>21</b>
2.1. Standards of Conduct. ....	21
2.2. Foreign Disclosure. ....	21
2.3. Communications within DoD. ....	21
2.4. Communications with Contractors. ....	21
2.5. Partner Participation at Contract Negotiations. ....	22
2.6. Visits by Foreign Nationals. ....	22
2.7. USG Personnel Travel. ....	24
2.8. Quality of Support. ....	25
2.9. Management of Case Funded Personal Property. ....	25
2.10. Real Property Management. ....	27
2.11. Condition of AF Articles. ....	27

	2.12.	Direct Commercial Sales (DCS)/FMS Hybrid Program. ....	27
	2.13.	Items Managed by Other Agencies. ....	28
	2.14.	Nonstandard Items and Parts and Repair Ordering System (PROS). ....	28
	2.15.	Obsolete or Deactivated Items. ....	29
	2.16.	FMS Development Programs. ....	29
	2.17.	Quality Assurance Inspection. ....	30
	2.18.	Conversion to Contractor-Furnished Equipment (CFE). ....	30
	2.19.	Use of AF Equipment/Personnel to Support International Air Shows and Trade Exhibitions. ....	30
	2.20.	Marketing Guidelines. ....	31
	2.21.	Negotiating Guidelines. ....	31
	2.22.	AF-Sponsored Exercises, Competitions, Evaluations and Foreign Unit Deployments to USAF Units. ....	32
Table	2.1.	English Comprehension Level and Oral Proficiency Interview Requirements. ....	34
Table	2.2.	International Partner AF LOR for Flying Training/Exercise Support (Outside the Scope of a USAF-Sponsored Exercise) ....	37

### **Chapter 3—SECURITY ASSISTANCE REVIEWS 38**

	3.1.	Security Assistance Survey Teams (Section 26 of the Arms Export Control Act (AECA)). ....	38
	3.2.	Types of Surveys. ....	38
	3.3.	Roles and Responsibilities. ....	38
	3.4.	Congressional Interest. ....	39
	3.5.	System Planning Team (SPT). ....	39

### **Chapter 4—PREPARATION AND PROCESSING OF FOREIGN MILITARY SALES (FMS) CASES 40**

	4.1.	Types of FMS Cases. ....	40
	4.2.	LOA Lifecycle Quality Control. ....	42
	4.3.	Initiating and Validating FMS Requests. ....	42
	4.4.	Processing Valid FMS Requests. ....	44
	4.5.	Preparing Letter of Offer and Acceptance Data (LOAD). ....	46
	4.6.	Preparing Manpower Data. ....	53
	4.7.	Releasing Draft LOA Documents. ....	66
	4.8.	Processing Requests for Excess Defense Articles (EDA). ....	66
	4.9.	Returning Reparable Articles Under the FMS Repair Program. ....	71

4.10.	Sole-Source Requests. ....	72
4.10.	7 Approval Authority. ....	72
4.11.	Coordination and distribution of FMS cases. ....	73
4.12.	Changes to FMS Cases. ....	73
4.13.	Standard Security Assistance Files. ....	75
<b>Chapter 5—</b>	<b>FMS CASE PERFORMANCE</b>	<b>76</b>
5.1.	Case Acceptance. ....	76
5.2.	Case Implementation. ....	76
5.3.	Management Reviews. ....	77
5.4.	Amendments and Modifications. ....	78
Figure 5.1.	Sample LOA Amendment/Modification Change Request ....	78
5.5.	Procurement from Sources Outside the US (Offshore Procurement). ....	78
5.6.	Insurance for FMS Materiel. ....	79
5.7.	Required Availability Date (RAD). ....	79
5.8.	Not-Mission-Capable Supply (NMCS) and Other Priority Requests. ....	80
5.9.	Partner Follow-up Actions. ....	80
5.10.	FMS Supply Discrepancy Reports (SDRs). ....	80
5.11.	Notice of Supply and Service Completion (NSSC). ....	83
5.12.	Case Closure. ....	84
5.13.	Case Cancellation. ....	84
<b>Chapter 6—</b>	<b>TRANSPORTATION OF SECURITY ASSISTANCE MATERIEL</b>	<b>85</b>
6.1.	Military Assistance Program Address Directory (MAPAD). ....	85
6.2.	Freight Forwarder. ....	85
6.3.	Offer Release Code (ORC). ....	85
6.4.	Delivery Term Code (DTC). ....	86
6.5.	Evidence of Shipment. ....	87
6.6.	Proof of Delivery Criteria for Repairable Shipments to DoD Depots. ....	87
6.7.	Transportation of Classified Materiel. ....	88
6.8.	Transportation of Hazardous and Explosive Materiel. ....	89
6.9.	Exceptions to Standard Transportation. ....	90
6.10.	Small Package Shipments. ....	91
6.11.	Shipments Moved via the DTS which Terminate in a Third Country. ....	91
6.12.	Return of Partner Materiel to the CONUS for Repair. ....	91

6.13.	Preservation, Packing, and Marking. ....	92
6.14.	Export Documents. ....	93
6.15.	Uniform Materiel Movement and Issue Priority System (UMMIPS). ....	93
6.16.	FMS Transportation Charges. ....	94
6.17.	Loading and Unloading Foreign-Owned or -Controlled Aircraft at Air Force Bases. ....	95
<b>Chapter 7—SPECIAL PROGRAMS AND ACTIVITIES</b>		<b>96</b>
7.1.	Command Levy. ....	96
7.2.	Drawdowns Under Section 506(a) of the Foreign Assistance Act (FAA) of 1961, as Amended. ....	99
7.3.	Electronic Combat International Security Assistance Program (ECISAP). ....	100
7.4.	International Engine Management Program (IEMP). ....	105
7.5.	Aircraft/Missile Technical Coordination Program (TCP). ....	115
7.6.	Leases, Loans, and Temporary Custody of AF Equipment. ....	124
7.7.	Section 30 Sales. ....	126
7.8.	SCO Personnel Selection and Training. ....	127
7.9.	Worldwide Warehouse Redistribution Services Program (WWRS). ....	128
7.10.	Missile Technology Control Regime (MTCR) Program. ....	129
7.11.	FMS Tactics Manual Program. ....	131
7.12.	Section 1206 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2006, as Amended. ....	131
<b>Chapter 8—SERVICES PROVIDED IN-COUNTRY</b>		<b>134</b>
8.1.	Security Assistance Team (SAT). ....	134
8.2.	Relationships and Responsibilities. ....	134
8.3.	SAT Support. ....	137
8.4.	Letter of Request (LOR) for SATs. ....	137
8.5.	LOAs for SATs. ....	138
8.6.	SAT Reporting Requirements. ....	138
8.7.	Replacement of SAT Personnel. ....	138
8.8.	Contractor Training Teams. ....	138
8.9.	Contractor Engineering Technical Services (CETS). ....	138
<b>Chapter 9—MANAGEMENT INFORMATION SYSTEMS AND REPORTS</b>		<b>142</b>
9.1.	Security Assistance Reports. ....	142
9.2.	Adopted Forms: ....	144

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	145
Attachment 2—FOREIGN MILITARY SALES (FMS) MANAGEMENT PLAN	172
Attachment 3—TYPES OF AIR FORCE FMS CASES	175
Attachment 4—MANPOWER REQUIREMENTS PACKAGE (MANUAL VERSION)	176
Attachment 5—SECURITY ASSISTANCE RATED OFFICER REQUIREMENTS ANALYSIS CHECKLIST	182
Attachment 6—MANPOWER SUMMARY FOR EXTENDED TRAINING SERVICES SPECIALISTS (ETSS)/TECHNICAL ASSISTANCE FIELD TEAM (TAFT) CASES	184
Attachment 7—FIGURE A7.1 SAMPLE MANPOWER ALLOCATION MEMORANDUM	185
Attachment 8—MINIMUM COORDINATION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS	187
Attachment 9—INTERNATIONAL PROGRAM DIRECTIVE (IPD) FORMAT	190
Attachment 10—SECTION 506(A), FOREIGN ASSISTANCE ACT EXECUTE ORDER	197
Attachment 11—WORKSHEET FOR REQUESTING TECHNICAL ASSISTANCE TEAM (TAT) AND TECHNICAL ASSISTANCE FIELD TEAM (TAFT)	201
Attachment 12—CHECKLIST FOR SECURITY ASSISTANCE TEAMS	202
Attachment 13—FORMAT FOR INITIAL REPORT FOR SECURITY ASSISTANCE TEAM (SAT)*	204
Attachment 14—CONTRACTOR ENGINEERING TECHNICAL SERVICES (CETS) REQUEST CHECKLIST	206
Attachment 15—TASK WORK SPECIFICATION	209

## Chapter 1

### INTRODUCTION

#### 1.1. Purpose.

1.1.1. International relationships are an important part of the United States' (US) commitment to global partnership and security. International affairs and security assistance programs are a means of pursuing US national security goals and objectives. This manual outlines procedures for planning, developing, implementing, and administering the Air Force (AF) portions of these programs.

#### 1.2. Waivers to Procedures.

1.2.1. Within each major command (MAJCOM) and Field Operating Agency (FOA), one organization serves as the focal point for security assistance guidance and procedures. This organization is responsible for coordinating the official positions, processes, and procedures of its MAJCOM. **Note:** Although not a MAJCOM, the National Guard Bureau's (NGB) J53/IA serves this role. NGB J53/IA coordinates any air centric security assistance policy and procedures with NGB/A4XW Building Partnerships (BP) Cell.

1.2.2. Requests for waivers or deviations from the procedures contained in this manual must be sent in writing to the Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX) unless otherwise specified. Requests must include specific reference to the provision to be waived or deviated from, and full rationale. These requests must represent a MAJCOM-coordinated position and shall be treated as such. Requests received from an office or individual other than the MAJCOM focal point office will be returned without action.

1.2.3. Partner's request for waivers to AF policy must be sent through the Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director to SAF/IAPX for approval. Requests for financial policy waivers will be coordinated with the Deputy Under Secretary of the Air Force/International Affairs, Programs & Resources Division (SAF/IAGR), and the Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS).

1.2.4. Partner's request for waivers to Department of Defense (DoD) policy must be sent through the SAF/IA Country Director to SAF/IAPX, who in turn will forward the request to the Defense Security Cooperation Agency (DSCA), unless DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, specifically states that the request must go through different channels. Copies of such requests from partners with a State Partnership Program (SPP) relationship with the NGB shall be sent to NGB J53/IA for information.

**1.3. Organizational Responsibilities and Relationships.** This manual provides detailed responsibilities for individual programs and actions. In addition, this manual establishes the following general responsibilities and authorities:

1.3.1. **SAF/IA Office.** Develops, implements, manages, and supervises the AF's international affairs, international technology transfer control, international armaments

cooperation (IAC), and security assistance programs. To fulfill these responsibilities, SAF/IA will perform the following duties:

1.3.1.1. Ensure that programs are consistent with United States Government (USG) and AF guidance, executive orders, and with other AF programs.

1.3.1.2. Represent and defend international training equities within the corporate structure.

1.3.1.3. As a minimum, maintain liaison with the Department of State (DoS), the Department of Commerce (DoC), the Office of the Assistant Secretary of Defense/International Security Affairs (OASD/ISA), the Joint Staff, the Defense Security Cooperation Agency (DSCA), the Defense Threat Reduction Agency (DTRA), NGB, other Military Departments (MILDEPs), and AF MAJCOMs on matters of security assistance/cooperation.

1.3.1.4. Develop AF political-military (pol-mil) affairs and security assistance policy, and planning guidance.

1.3.1.5. Initiate, develop, and coordinate the AF position on security assistance objectives, policies, plans, and allied force structures as referred by the Joint Staff.

1.3.1.6. Chair the Security Assistance Management Reviews (SAMR).

1.3.1.7. Recommend prioritized foreign partner list when security assistance requirements exceed AF capabilities.

1.3.1.8. Provide representation, as required, on security assistance teams dispatched to review, evaluate, and resolve security assistance guidance and plan issues.

1.3.1.8.1. Ensure programs comply with DoD review requirements for each system or technology proposed for sale prior to commitment to sell.

1.3.1.9. Determine release of classified national security information and controlled unclassified information (CUI) under the National Disclosure Policy (NDP); develop the final AF position on all international technology transfer matters involving commercial export licenses and commodities jurisdiction cases; negotiate final international export policies in multi-agency forums; approve official visits; and authorize/deny information disclosures of both classified military information (CMI) and controlled unclassified military information (CUMI).

1.3.1.10. Coordinate through Headquarters Air Force (HAF), NGB, and other defense agencies as required, and obtain approval for major weapon systems' documents and any documents requiring special management considerations. Special management considerations include, but are not limited to, Low Observable/Counter Low Observable review in accordance with DoD Instruction (DoDI) S-5230.28, *Low Observable (LO) and Counter Low Observable (CLO) Programs (U)*, and critical program information protection and associated protection measures (i.e., information assurance and anti-tamper) in accordance with Air Force Instruction (AFI) 71-101, Volume 4, *Counterintelligence*. International and US inter-departmental agreements such as Communication Interoperability and Security Memorandum of Agreement (CISMOA), General Security of Military Information Agreement (GSOMIA), and Enhanced End Use



Monitoring (EEUM) shall be reviewed and coordinated to serve as the basis for foreign military sale (FMS) case development.

1.3.1.11. Manage the AF participation in the Defense Attaché System (DAS) to include the screening, selection, and assignment of AF personnel filling Defense Attaché System (DAS) positions (see AFI 36-2110, *Assignments*). In addition, SAF/IA performs the following duties:

1.3.1.11.1. Responsible for guidance and administering the Military Personnel Exchange Program (MPEP) in accordance with AFI 16-107, *Military Personnel Exchange Program (MPEP)*.

1.3.1.11.2. Directs guidance for establishing and sustaining the Air Force International Affairs Specialist (IAS) program in accordance with DoD Directive (DoDD) 1315.17, Military Department *Foreign Area Officer Programs*, and AFI 16-109, *International Affairs Specialist (IAS) Program*.

1.3.1.11.3. Serves as the focal point for DoD, Joint Chiefs of Staff (JCS), and Defense Intelligence Agency (DIA) matters involving AF interests in the DAS.

1.3.1.11.4. Coordinates and monitors AF logistical, administrative (including specialized training support), and other assistance provided to AF personnel assigned to the DAS.

1.3.1.12. Conducts security assistance semi-annual visits to MAJCOMs' security assistance organizations to review and resolve security assistance policies, procedures, and training issues.

1.3.1.13. Supports MAJCOM conducted security assistance visits as appropriate.

1.3.2. **The Deputy Chief of Staff/Manpower and Personnel (AF/A1)** will perform the following duties:

1.3.2.1. Serve as primary representative and provide source data on all international training equities within the corporate structure.

1.3.2.2. Process adjustments to the Future Years Defense Program (FYDP) in support of FMS programs as approved by the AF Corporate Structure in the Program Objective Memorandum (POM) process per MAJCOM and SAF/IA submissions.

1.3.3. **The Deputy Chief of Staff/Operations, Plans and Requirements (AF/A3/5)** will perform the following duties:

1.3.3.1. Determine the operational impact of foreign partner requests on AF operations.

1.3.3.2. Be responsible for AF operations in foreign countries.

1.3.3.3. Provide technical expertise in aircrew training and use of military equipment.

1.3.3.4. Review contractor requests for the use of AF aircraft to promote FMS and to support international air shows.

1.3.3.5. Validate operations-related requests (e.g., participation in AF exercises and aircraft ferrying).

1.3.3.6. Determine and submit international training requirements into the Program Requirements Document (PRD)/Program Guidance Letter (PGL).

**1.3.4. The Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4/7)** will perform the following duties:

1.3.4.1. Assess the impact of security assistance requirements on logistics support of AF assets. AF/A4/7 coordinates on the documents transferring these assets to partners.

1.3.4.2. Review security plans to ensure they meet physical security requirement mandates in Letters of Offer and Acceptance (LOAs).

**1.3.5. The Deputy Chief of Staff/Strategic Plans and Programs (AF/A8)** will perform the following duties:

1.3.5.1. Notify the Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD) of aircraft that exceed the AF's inventory requirement, and work with SAF/IA to consider these aircraft for FMS.

1.3.5.2. Represent international training throughout the corporate process, and be a physical presence on the training panels, groups, boards and council.

1.3.5.3. Prepare AF Form 913, *Aerospace Vehicle Project Action*, to facilitate movement of aircraft.

1.3.5.4. Review and coordinate on all FMS cases or leases involving aircraft.

1.3.5.5. Support security assistance and FMS cases through the Deputy Chief of Staff/Strategic Plans and Programs, Secretariat for the Strategic Basing Executive Steering Group (AF/A8PB), which is the Air Staff entry point for basing action requests.

**1.3.6. The Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget (SAF/FMB)** has the primary responsibility (OPR) for providing guidance, direction, and supervision related to financial management for Air Force security assistance programs. SAF/FMBMS is the SAF/FM focal point for all security assistance matters and will perform the following duties:

1.3.6.1. Coordinate on all financial issues to ensure consistency and adherence to statutes, regulations, international agreements and other authorities.

1.3.6.2. Provide guidance and approves the methodology used for computing the cost of security assistance tuition rates and dedicated programs.

1.3.6.3. Review, calculate, and forward to DSCA all requests for nonrecurring cost recoupment charges (NRC) and NRC waivers. Report quarterly status of nonrecurring cost collections to DSCA using Reports Control Symbol (RCS): DSCA (Q) 1112, *Recoupment of Nonrecurring Costs on Sales of USG Products and Technology*.

1.3.6.4. Provide guidance and oversight of case closure actions. Report quarterly status of cases closed to DSCA using RCS: DSCA (Q) 1238, *Case Closure Status Report*.

1.3.6.5. Review and/or coordinate on pricing of major defense equipment (MDE) leases, loans, drawdowns, and the transfer of excess defense articles.

1.3.6.6. Provide guidance and oversight to MAJCOMs in the development of: FMS administrative (admin) surcharges, Foreign Military Financing (FMF) admin budgeting, and execution and close-out reporting to DSCA. SAF/FMBM will also provide fiscal guidance on funding Supply Discrepancy Reports (SDRs) from FMS admin surcharges.

1.3.6.7. Provide Technical Assistance Field Team (TAFT) Permanent Change of Station (PCS) billing cost factors for projecting PCS costs when pricing LOAs that require a TAFT or similar international training team. For billing purposes, the cost factors should only be used when actual PCS costs and actual weight airlift are not available.

**1.3.7. The Office of the Air Force General Counsel, International Affairs (SAF/GCI)** is responsible for providing legal advice on international affairs, international technology transfer control, IAC, and security assistance programs. SAF/GCI will perform the following duties:

1.3.7.1. Secretariat and Air Staff offices shall obtain SAF/GCI coordination on all matters that may involve legal issues to ensure consistency with statutes, regulations, international agreements, and other authorities. Specifically, Secretariat and Air Staff offices shall obtain SAF/GCI review and/or coordination on the following:

1.3.7.1.1. Establishment and implementation of an Integrated Product Team (IPT) or any working forum involving any Secretariat or Air Staff personnel, a foreign partner(s) and US industry that may result in an LOA, or written/oral presentation to a foreign government or international organization, in response to a foreign request for proposals, invitation for bids, or request for tenders. The IPT or working forum will include all AF initiatives which may result in an FMS, direct commercial sale (DCS) or FMS/DCS presentation about the sale of or offer to sell defense articles or defense services, regardless of whether the AF or another organization makes the presentation.

1.3.7.1.2. All AF efforts and initiatives, not otherwise described above, to sell, lease, loan or otherwise provide defense articles or defense services to a foreign government or international organization.

1.3.7.2. Provide guidance to MAJCOM and base-level Staff Judge Advocates (SJA) on security assistance programs as well as related issues such as export regulations, disclosure guidance, protection, use of information, etc.

**1.3.8. The Assistant Secretary of the Air Force/Acquisition (SAF/AQ)** serves the Secretary of the Air Force as the Air Force Acquisition Executive, Senior Procurement Executive, head of the Contracting Activity, and is a member of the Air Force Council (AFC). As the Service Acquisition Executive, SAF/AQ works directly for the Defense Acquisition Executive (USD/AT&L) and ensures the Air Force Chief of Staff receives the support required on all acquisition matters. SAF/AQ will work with SAF/IA to accomplish the following duties:

1.3.8.1. Review partner requests for system sales cases.

1.3.8.2. Support the Militarily Critical Technologies Program (MCTP).

1.3.8.3. Consider the FMS potential in AF acquisition programs.

1.3.8.4. Consider cooperative development and production programs.

1.3.8.5. Prepare Program Management Directives (PMD) for program implementation.

1.3.9. **MAJCOMs.** All MAJCOMs involved in security assistance will perform the following duties:

1.3.9.1. Set up and maintain reports, controls, and management procedures to meet AF security assistance obligations.

1.3.9.2. Manage security assistance manpower assets amongst declining programs, new requirements, and anticipated future FMS requirements.

1.3.9.3. If requirements cannot be met within existing MAJCOM FMS FYDP, submit out year shortfalls via the budget process. Extend manpower resources on the Unit Manpower Document (UMD) in excess of the allocated FYDP level in the execution and budget years.

1.3.9.4. If MAJCOM estimates project declining future FMS manpower requirements, submit FYDP adjustments via the POM process. If MAJCOM estimates project future imbalances between manpower requirements and FYDP in the Program Element Code (PEC), Country-State Code (CSC), or manpower category attributes, submit FYDP adjustments via the POM process.

1.3.9.5. Administer funds provided for management of security cooperation programs.

1.3.9.6. Maintain a Foreign Disclosure Office (FDO) for liaison with SAF/IAPD to ensure that effective foreign controls are in place, and that release of AF information and materiel is in accordance with AFD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations* and AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. The FDO should also liaison with the Deputy Under Secretary of the Air Force/International Affairs, International Airmen Division (SAF/IAPA), to serve as the MPEP continental US (CONUS) Program Manager and manage exchange positions under their span of control in accordance with AFI 16-107.

1.3.9.7. Conduct Price and Availability (P&A) and LOA Data (LOAD) studies.

1.3.9.8. Ensure that articles are inspected before they are shipped and that services performed meet AF standards.

1.3.9.9. Become familiar with DoD 7000.14-R, *DoD Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures* and Volume 11A, *Reimbursable Operations, Policy and Procedures*, AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and other applicable directives to ensure that the AF is reimbursed for all allowable costs.

1.3.9.10. Ensure FMS accounts are reconciled on a continuous and frequent basis to allow for error detection and correction; specifically that expenditures and delivered transactions are reported to Defense Finance and Accounting Service (DFAS) in a timely manner for quarterly billing.

1.3.9.11. Ensure that the Office of the Staff Judge Advocate is fully informed on MAJCOM international and security assistance actions and involvement, whether within (CONUS) or outside the continental US (OCONUS).

**1.3.10. The Air Force Security Assistance Center (AFSAC)**, a center of the Air Force Materiel Command (AFMC), will perform the following duties:

1.3.10.1. Be responsible for oversight and advocacy of Air Force international policies and issues within AFMC. As such, will review, implement, and provide AFMC guidance on DSCA, SAF/IA, and Air Force policies and develop the plans, objectives, and systems required to support the AFMC international affairs program. To assist in this oversight effort, AFSAC may designate organizations at each command location to provide local oversight of security assistance programs and other international policies and issues.

1.3.10.2. Request that the Case Manager (CM) in conjunction with the Program Executive Officer (PEO) and the Command Country Manager (CCM) determine the need for a Security Assistance Program Manager (SAPM) for each individual FMS acquisition sale that is implemented and executed by AFMC.

1.3.10.3. Ensure reviews are in compliance with Office of the Secretary of Defense (OSD) and AF policy and guidance prior to committing to a foreign military sale. These reviews include, but are not limited to, Low Observable/Counter Low Observable programs, Anti-Tamper requirements, Information Assurance requirements, and self protection systems (e.g., electronic warfare systems and directed infrared countermeasures systems).

1.3.10.4. Advocate for AFMC organizations with validated requirements, to receive the resources (manpower and budget) necessary to support their portion of international affairs programs.

1.3.10.5. Oversee the AFMC country programs, serve as the AF focal point for supply discrepancy reports (SDRs) for security assistance programs, and maintain the AF portion of the Military Articles and Services List (MASL).

1.3.10.6. Ensure that the AFMC Office of the Staff Judge Advocate (AFMC/JA) is informed about international and security assistance policies, plans, programs, and objectives administered by AFSAC. Obtain legal advice from the MAJCOM on legal issues related to security assistance programs administered by AFSAC prior to submission to the DSCA/OPS/CWD (Defense Security Cooperation Agency, Operations Directorate, Case Writing Division).

1.3.10.7. Obtain legal advice from the Air Force Materiel Command Law Office (AFMC LO/JA) on legal issues arising under, or related to, security assistance programs administered by AFSAC.

1.3.10.8. Manage and execute the AFMC FMS admin surcharge budget.

1.3.10.9. Implement and manage AF LOAs, with the exception of "T" and some "N" cases. Establish, write, and implement certain FMS and other security assistance programs involving major weapon systems or requiring special management consideration (e.g., leases).

1.3.10.10. Provide centralized automated data processing (ADP) support through the Security Assistance Management Information System (SAMIS), Case Management Control System (CMCS), Security Assistance Technical Order Data System (SATODS) and the Defense Security Assistance Management System (DSAMS).

1.3.10.11. Work with AFMC product and logistics centers, and other agencies to improve AF security assistance processes and policies.

1.3.10.12. Coordinate the FMS augmentation of Inspector General teams by soliciting FMS subject matter expert (SME) nominees from FMS product centers. AFSAC will serve as the point of contact (POC) for maintaining a current AF FMS Unit Compliance Inspection (UCI) checklist.

1.3.10.13. Act as CONUS Program Manager for the MPEP within AFSAC area of responsibility (AOR).

**1.3.11. The Air Education and Training Command for International Affairs (AETC/IA)** is the directorate responsible to the AETC Commander (AETC/CC) for guidance, oversight, funding, and overall management of international education and training throughout the command. AETC/IA provides functional advocacy, support, and direction to Inter-American Air Forces Academy (AAFA) and Defense Language Institute English Language Center (DLIELC), both international training school houses within AETC. AETC acts as CONUS Program Manager for the Military Personnel Exchange Program (MPEP) within AETC AOR.

1.3.11.1. The Air Force Security Assistance Training Squadron (AFSAT) is a direct reporting unit (DRU) to AETC/IA. AFSAT manages all AF security assistance training as specified in 16-105-IP, *Joint Security Cooperation Education and Training (JSCET)* regulation. AFSAT serves as the training consultant for SAF/IA. AFSAT will perform the following duties:

1.3.11.1.1. Write training cases, including those for Extended Training Services Specialist (ETSS) and Technical Assistance Field Teams (TAFT).

1.3.11.1.2. Manage the International Military Education and Training (IMET) program.

1.3.11.1.3. Manage the training portion of system sales, to include developing the acquisition strategy for training and coordination on equipment and support requirements with the SAPM. **Note:** CONUS-based dedicated training programs are managed at the respective MAJCOM, not AFSAT.

1.3.11.1.4. Develop budgets, validate costs, and serve as the AF executive agent (Operating Agency Code (OAC) 88) responsible for administering training reimbursements.

1.3.11.1.5. Manage the DoD Informational Program for the AF in accordance with AFI 16-105-IP.

1.3.11.1.6. Provide centralized ADP support through CMCS and DSAMS.

1.3.11.1.7. Obtain legal advice from the MAJCOM on legal issues arising under, or related to, security assistance programs administered by AFSAT. DSCA/OPS/CWD coordination will be obtained on all matters that may involve legal issues and documents, including LOAs, LOA amendments, LOA modifications, leases, drawdown actions and sole source requests.

1.3.11.1.8. Obtain contracting support and advice from AETC Contracting Squadron (AETC CONS/LGCI) on all international training contracting issues arising under, or related to, security assistance programs administered by AFSAT.

**1.3.12. Second Air Force (2 AF).** The 2 AF mission is to train the best mission-ready graduates to support combat readiness for the US Air Force (USAF), and provide that same quality training for international students. The DLIELC and IAAFA are the two international training and education schoolhouses which fall within the 2 AF chain of command. 2 AF works international training and education resourcing and guidance issues through AETC/IA, the AETC staff, and through SAF/IA and HAF.

1.3.12.1. DLIELC is the DoD school house responsible for all DoD sponsored English language training, providing oversight and English language training to foreign partners requiring English language training, as well as all DoD personnel.

1.3.12.2. IAAFA fosters enduring Inter-American engagement through education and training focused on the Central and South Latin American countries, teaching technical training and professional military education courses primarily in Spanish.

**1.3.13. Air Combat Command, Directorate of Air and Space Operations, Flight Operations Division, Security Assistance Branch (ACC/A3TS)** is the ACC focal point for all security assistance issues. This includes acting as the SAPM and Line Manager for dedicated training programs on ACC installations with foreign partner participation in exercises. ACC/A3TS also provides user input, curriculum development assistance for advanced aircraft training, and electronics countermeasure support. ACC/A3TS is the command focal point for all ACC foreign disclosure issues and foreign visits. ACC/A3TS will perform the following duties:

1.3.13.1. Obtain legal advice from the Air Combat Command Staff Judge Advocate (ACC/JA) on legal issues arising under, or related to, security assistance programs administered by ACC.

1.3.13.2. Act as CONUS Program Manager for the MPEP within ACC AOR.

**1.3.14. The Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight (ACC/AOS/AOD)** is the focal point for aircraft ferrying.

**1.3.15. The National Guard Bureau/Air National Guard (ANG).** NGB/ANG coordinate international activities with SAF/IA to ensure these activities are properly tracked, recorded, analyzed and reported. NGB/ANG conducts SPP activities in support of the combatant commands (COCOM), and in coordination with the NGB's J53/IA, various states' Joint Force Headquarters (JTHQs), and SAF/IA.

#### **1.4. Security Assistance Managers.**

1.4.1. Each partner (either a foreign partner or an international organization) is assigned a SAF/IA Country Director and CCM to oversee its overall security assistance program(s). Each FMS case is assigned to a CM and may include one or more Line Managers. Cases that are weapon system specific or require major and complex integration/coordination efforts of multiple commands or centers will also be assigned a SAPM. One person may be assigned to more than one of these management positions. Early and continued communication

among all managers throughout the life of the case is necessary to ensure successful implementation and execution of security assistance programs.

**1.4.2. SAF/IA Country Director.** A SAF/IA Country Director is the AF focal point for all issues involving his or her assigned country(ies). SAF/IA Country Directors are only assigned within SAF/IA, and are the overall lead on each partner's FMS portfolio. The SAF/IA Country Director will perform the following duties:

1.4.2.1. Oversee all political-military affairs and building partnership activities, security assistance programs, technology and information transfer, application of disclosure guidance, attaché affairs, IAC programs, foreign visits, and other international programs that apply to the assigned partner or international organization.

1.4.2.2. Recommend and implement guidance, and conduct military-to-military communication.

1.4.2.3. Represent the AF in interagency and staff community processes, and at applicable meetings and conferences.

1.4.2.4. Formulate the AF position on joint, interdepartmental, and interagency international matters involving the security of the assigned partner or organization.

1.4.2.5. Serve as the AF POC for the Joint Staff, other MILDEPs, DoS, NGB J53/IA, and other USG agencies on international security issues involving the assigned partner or organization.

1.4.2.6. Oversee integration of AF and USG objectives regarding international base rights, access agreements, Status of Forces Agreements (SOFA), and other treaty negotiations.

1.4.2.7. Coordinate and obtain approval on issues, such as disclosure, weapon and technology release, and acquisition strategy as they relate to all major weapon sales.

1.4.2.8. Perform other security assistance actions related to the drawdown of defense articles as required and instructed by Section 506 of the Foreign Assistance Act (FAA) of 1961, as Amended.

**1.4.3. Command Country Manager (CCM).** The CCM will ensure MAJCOM support for all FMS contracts, and other security assistance and international activities for a particular partner. The CCM will perform the following duties:

1.4.3.1. Review all partner requests e.g., P&A, LOA, LOA amendments, LOA modifications, and leases. Integrate new case workload with existing programs, and identify concerns to be elevated to SAF/IA Country Directors. The CCM does not direct SAPM activities, but may assist in obtaining resources, solving problems, and integrating SAPM activities into the overall partner program.

1.4.3.2. Participate as a member of the Integrated Product Team (IPT) for FMS system acquisitions.

1.4.3.3. Collect and organize information about partner program scope, performance, and status of finances, and report to the SAF/IA Country Director on a regular basis.



1.4.3.4. Manage partner program portfolio through reviews, visits, surveillance reports, and correspondence. The CCM is responsible for all formal interfaces with the partner with respect to cases managed (e.g., scope changes and modifications to LOA).

1.4.3.5. Ensure timely resolution of problems forwarded by the SAPM or Line Manager, and coordinate the activities of supporting organizations.

1.4.4. **Case Manager (CM).** DoD 5105.38-M defines a CM's authority, responsibilities, accountability, and control. Air Force CMs reside primarily within AFSAC or AFSAT; however, SAF/IA may, on an exception basis, act as a CM for selected unique cases. A CM will perform the following duties:

1.4.4.1. Manage case from receipt of validated LOR from the CCM and local FDO, through final case closure.

1.4.4.2. Task case actions needed to satisfy the partner requirements.

1.4.4.3. Ensure that case documents and payment schedules are written and updated, issue implementing directives, direct distribution of funds to Line Managers, and monitor contractual and financial actions to execute and close the case.

1.4.4.4. Determine if a SAPM is required based on criteria in paragraph 1.4.6. of this manual. If a SAPM is not assigned, the CM is also responsible for duties described in paragraph 1.4.6. of this manual.

1.4.4.5. When a SAPM has been assigned to a particular case, the CM will coordinate the International Program Directive (IPD) with the SAPM prior to issuance. The IPD provides case implementing instructions and lays the foundation for successful program execution.

1.4.4.6. Maintain case supporting documentation in the official case file.

1.4.4.7. Manage leases and any other cases requiring special management consideration.

1.4.5. **Line Manager.** The Line Manager receives direction from the SAPM (or CM if no SAPM is assigned). Line Managers will perform the following duties:

1.4.5.1. Task actions needed to provide all articles and services within a specific line of a case and work directly with supporting activities to meet these responsibilities.

1.4.5.2. Direct the distribution of funds for their lines, process and initiate orders for articles and services, monitor contractual and financial actions to achieve proper execution and line closure, and advise the SAPM or CM when a case amendment, notice, or other action is required.

1.4.5.3. Refer unresolved problems to the SAPM, with information copy to the CM.

1.4.5.4. Other security assistance actions related to the execution of Section 1206 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2006, which grants the authority to build the capacity of foreign military forces.

1.4.5.5. Maintain supporting documentation and make it available upon request, as appropriate.

**1.4.6. Security Assistance Program Manager (SAPM).** The SAPM is the program execution interface between the partner and the command entry point for all program execution issues. The SAPM communicates directly with implementing commands, agencies, case managers, line managers and partners. The SAPM is responsible for security assistance programs, FMS, and acquisition aspects of programs under his purview. The SAPM is responsible for assisting in evaluating the Letter of Request (LOR), development of P&A, gathering LOAD, and executing the program as stated in the IPD or PMD. The SAPM also develops the FMS Management Plan including milestones, and coordinates along with the CCM on IPDs issued by the CM. The SAPM's authority and responsibilities end when a Notice of Supply/Services Complete (NSSC) has been submitted for every line in a case. Because SAPM duties are inherently governmental, contractors shall not be assigned as a SAPM.

1.4.6.1. The SAPM is responsible for ensuring required DoD reviews, specified in DoD directives and instructions, are complied with prior to a foreign military sale. These reviews include, but are not limited to, Low Observable/Counter Low Observable programs, Anti-Tamper requirements, Information Assurance requirements, and self-protection systems (e.g., electronic warfare systems and directed infrared countermeasures systems).

1.4.6.2. The SAPM is accountable through the acquisition chain of command to the Program Executive Officer/Designated Acquisition Official (PEO/DAO) and to SAF/AQ.

1.4.6.3. The SAPM is responsible for day-to-day execution of the program either in production or in sustainment. The SAPM is responsible for meeting cost, schedule, and performance parameters as specified in the LOA. The SAPM directs and coordinates the efforts of all Line Managers, including those managers external to the SAPM's own organization or command. The SAPM ensures that the CM is informed of program progress and problems, and is aware of all program reviews and meetings involving the partner.

1.4.6.4. The SAPM chairs the IPT. The SAPM tasks supporting organizations and influences line manager personnel and organizational issues that are both internal and external to the program office.

1.4.6.5. The SAPM is responsible for chairing the Program Management Reviews (PMRs) attended by the SAF/IA Country Director, line managers, supporting organizations, contractors, and Security Cooperation Organization (SCO) personnel. The SAPM approves all attendance for PMRs.

1.4.6.6. The SAPM receives funds from the CM and monitors all contractual and financial actions associated with the applicable programs.

1.4.6.7. The SAPM informs the CM of program progress and problems, including all changes in cost, performance, schedule, source of supply, program additions, modifications, deletions, the FMS Management Plan, and any other actions requiring a change to the LOA document.

1.4.6.8. SAPM assignment.

1.4.6.8.1. Assignment of a SAPM is warranted when:

1.4.6.8.1.1. The LOA is for a system sale (acquisition).

1.4.6.8.1.2. The responsibilities are weapon system specific.

1.4.6.8.1.3. Considerable organizational and/or program integration/coordination efforts are required.

1.4.6.8.1.4. Several lines and/or line managers from multiple commands and/or centers are involved.

1.4.6.8.1.5. The program is pol-mil sensitive.

1.4.6.8.1.6. There is continued sustainment support. SAPM responsibilities regarding sustainment for new FMS cases should be addressed on a case-by-case basis. Detailed procedures for the transfer of SAPM responsibilities will be discussed below.

1.4.6.8.2. AFSAC Plans and Programs Office (AFSAC/XP) composes the assignment letter that designates the applicable organization for appointing a SAPM in each instance where a determination has been made that a SAPM is necessary. That determination is made by the CM in conjunction with the appropriate PEO, the CCM, and AFSAC/XP.

1.4.6.8.2.1. The designated SAPM position requires the appropriate Acquisition Personnel Development Program (APDP) designation, which is based on the program's acquisition category.

1.4.6.8.2.2. The SAPM appointment is made to an organization responsible for security assistance related program management activities. SAPM assignments are not made to an individual; there are no by-name SAPM assignments.

1.4.6.8.3. Assignment of a SAPM is not warranted when:

1.4.6.8.3.1. A case is a blanket order for multiple systems.

1.4.6.8.3.2. There are little or no integration or coordination efforts crossing commands or centers.

1.4.6.8.3.3. There are one or a few lines with one Line Manager.

1.4.6.8.3.4. All lines, even if weapon system specific, are blanket order lines.

1.4.6.9. Transition of SAPM responsibilities. Transition support plans are to be developed as the result of Organizational Consolidation and Workload Alignment (OCWA). Under OCWA, SAPM responsibilities will transfer with other program management responsibilities as they transfer from one center to another. The effective date of SAPM responsibility-transfer will coincide with the flag transfer of program management responsibilities from one center to another.

1.4.6.9.1. The intent of transition planning is to ensure timely and effective transfer of all SAPM program management responsibilities. The goal is a seamless transfer of responsibilities over time, sufficient to develop the appropriate infrastructure support. The objectives of a successful transition are to optimize program execution and to minimize the negative impact on the delivery of capability and sustainment.

1.4.6.9.2. SAPM and other FMS-related issues are discussed in the appropriate transition planning document using existing FMS case assignment processes. The transition planning document must be agreed to by all parties. Transition will be delayed until these agreements are in place and the appropriate funding is authorized and available. Notification to partners must also take place.

1.4.6.9.3. Program management responsibility for FMS cases normally will not be transferred while the case is in execution; however, selected FMS programs with significant time remaining until completion could be considered for transfer. New FMS workload will be identified and will be part of the program management responsibilities at the transferred location; existing FMS cases will be considered residual tasks and will be performed at the losing workload center.

1.4.6.9.4. All appropriate processes and work instructions must be reviewed, revised and coordinated between the losing and gaining organizations. Joint processes are developed as required. During the transition period, ensure that business processes are coordinated with the gaining and losing organizations and FMS partners.

## Chapter 2

### GENERAL PROCEDURES FOR SECURITY COOPERATION AND SECURITY ASSISTANCE

#### 2.1. Standards of Conduct.

2.1.1. DoD 5500.7-R, *Joint Ethics Regulation (JER)*, prescribes standards of conduct for Air Force military and civilian personnel. It prohibits, among other things, conflicts of interest between official duties and personal conduct. This includes unauthorized personal use of United States Government (USG) funds or property. Likewise, unauthorized use of foreign funds and property is prohibited.

#### 2.2. Foreign Disclosure.

2.2.1. All disclosures and releases of military information and materiel to foreign nationals resulting from international affairs and security assistance activities must be authorized in accordance with AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations* and AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*.

2.2.2. Letters of Offer and Acceptance (LOAs), international agreements with a foreign government or international organization, or other appropriate legal arrangement must be concluded prior to Foreign Disclosure Officers (FDOs) authorizing disclosures of classified military information (CMI) and controlled unclassified military information (CUMI) related to the transfer of defense articles, services, or technical data. In addition, Air Force (AF) personnel may disclose CMI and controlled CUMI only to foreign representatives who possess an appropriate security clearance and need-to-know basis as verified in their visit request and in accordance with disclosure guidance provided by the FDO.

#### 2.3. Communications within DoD.

2.3.1. Implementing commands, agencies, Security Assistance Program Managers (SAPMs), Case Managers (CM), Line Managers, and partners may communicate directly with each other on security assistance issues. They must refer unresolved guidance and procedural matters through the appropriate Major Command (MAJCOM) to Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) for resolution.

#### 2.4. Communications with Contractors.

2.4.1. The military departments (MILDEPs) satisfy foreign military sale (FMS) case requirements from Department of Defense (DoD) stocks or procurement from contractors. Partners may procure directly from contractors through a direct commercial sale (DCS). The USG may also sell defense articles to United States companies for incorporation into end-items that are the subject of DCS (under the terms of Section 30 of the Arms Export Control Act (AECA)).

2.4.2. In all cases, AF personnel must comply with all ethics and contracting regulations, as well as the policies and procedures in DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*.

2.4.3. For DCS inquiries, the contractor should be directed to the Department of Commerce (DoC) (for trade issues and information) and the Department of State (DoS) (for arms export issues and information).

2.4.4. When release of information about a defense article is under National Disclosure Policy (NDP) review, AF personnel will not discuss or provide any information regarding release to contractors until a final decision is made. The contractor may be informed only that the sale is currently under review.

2.4.5. AF personnel will not solicit or recommend sole source procurement.

## **2.5. Partner Participation at Contract Negotiations.**

2.5.1. Only the USG negotiates terms and conditions of procurement contracts to meet case requirements. Partner representatives usually are not allowed to take part in USG contract price negotiations, unless the contracting officer deems it appropriate and necessary. Partner representatives can participate in specifications development, delivery schedule development, identification of warranties, and other contractual requirements unique to the partner.

## **2.6. Visits by Foreign Nationals.**

### **2.6.1. General Visit Policies and Procedures.**

2.6.1.1. A visit authorization does not constitute the legal basis for providing defense articles, services (including training) or technical data to foreign governments.

2.6.1.2. Foreign governments are required to submit visit requests for US citizens acting on the foreign government's behalf when visiting AF facilities.

2.6.1.3. For any foreign representative and foreign national visit, the US contact officer must ensure physical controls are implemented to limit visitor access to that information authorized for disclosure. Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD) does not usually require written security plans for one-time or recurring visits. However, SAF/IAPD or other functional program managers, in response to specific circumstances may require US contact officers to prepare security plans on a case-by-case basis for one-time or recurring visits. One-time and recurring visits do not meet the requirements for unescorted access to AF facilities.

2.6.1.4. AF organizations ensure a badge or pass is issued that clearly identifies the bearer as a foreign representative.

2.6.1.5. AF military or civilian personnel assigned to the organization will escort foreign representatives in facilities where access to CMI or CUMI will or may occur. Escorts for foreign representatives to and within other facilities are subject to local base security procedures.

2.6.1.6. Air Force contact officers organizing US guest lecturers for professional military education (PME) activities will inform such guests that foreign nationals are in attendance and that the guests must obtain disclosure approval from their servicing FDO prior to any presentation where CMI or CUMI may be discussed.

2.6.1.7. AF contact officers organizing foreign guest lecturers for PME activities will brief students regarding disclosure guidelines prior to the arrival of foreign guest lecturers.

2.6.2. **Self-Invited Visits.** All requests for visits by foreign nationals pertaining to a current or proposed security assistance case must be sent to SAF/IAPD. For most visits, the partner should send the information through its embassy in Washington, D.C. to SAF/IAPD at least 30 days before the arrival date of the visitors. International partners send their requests directly to SAF/IAPD. These procedures apply to visits of AF or contractor facilities. The partner pays all travel and visit expenses for its representatives.

2.6.3. **AF-Sponsored Visits.** The Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) may invite foreign nationals to take part in distinguished visitor tours. These visit requests do not need to go through US diplomatic channels because the Office of the Vice Chief of Staff, Foreign Liaison Division (USAF/CVAI) arranges these tours. In addition, the SECAF and CSAF may also invite their foreign counterparts in accordance with (IAW) Headquarters Operating Instructions (HOI) 16-201, *SECAF/CSAF Foreign Counterpart Visit Program*. Other visits by foreign representatives invited by the DoD must be approved by SAF/IAPD in advance of the visits.

2.6.4. **Foreign Visit System (FVS).** The FVS is part of the Security Policy Automation Network (SPAN) sub-system, which supports staffing and databases for processing requests for visits by foreign nationals to DoD activities and defense contractors.

2.6.5. **Access Control.**

2.6.5.1. AF personnel will not approve unescorted access for foreign representatives to AF restricted or controlled areas or other facilities where access to CMI or CUMI will or may occur, unless all of the following conditions have been met:

2.6.5.1.1. The foreign national's government extends reciprocal privileges to DoD personnel.

2.6.5.1.2. The foreign national is sponsored by his or her government or international organization through a formal visit request, and the need for frequent access is justified.

2.6.5.1.3. Security measures are in place to limit access to only CMI and CUMI authorized for disclosure.

2.6.5.1.4. A badge or pass is issued that clearly identifies the bearer as a foreign representative. Such ID will be valid only for a specific facility during normal duty hours. AF contact officers will make specific arrangements for access during non-duty hours on a case-by-case basis with the FDO and all offices having a functional interest in the extended duty hours.

2.6.5.1.5. The badge or pass will be displayed on the outer clothing so that it is clearly visible.

2.6.6. **Wearing of Uniforms.** All foreign nationals visiting DoD installations, as approved by SAF/IAPD, or assigned under the Military Personnel Exchange Program (MPEP), as approved by Deputy Under Secretary of the Air Force/International Affairs, International Airmen Division (SAF/IAPA) in coordination with SAF/IAPD, shall be issued badges or

passes that clearly identify them as foreign nationals. All foreign nationals participating in an MPEP must wear their military uniforms during duty hours on DoD installations, except as directed by their in-country US supervisor.

## **2.7. USG Personnel Travel.**

2.7.1. US military and civilians on security assistance travel (whether financed by FMS administrative (admin) funds, FMS case funds, or other security assistance funds) must follow the policies and procedures outlined in the Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Personnel*; the Joint Travel Regulations, Volume 2, *Department of Defense Civilian Personnel*; AFI 65-601, Volume 1, *Budget Guidance and Procedures*; AFI 33-328, *Administrative Orders*; and AFI 24-101, *Passenger Movement*. Travel will be held to the minimum needed for effective management. Wherever possible, use alternative methods of communication such as video teleconferencing and conference calls.

2.7.2. Carrier and Class. The security assistance traveler must use the same carrier, routings, and class of service required of other DoD travelers.

2.7.2.1. The LOA shall not contain a requirement or an authorization to use a designated foreign air carrier, and shall not require or authorize a class of service other than economy for DoD personnel travel associated with the case. Waivers for security assistance travelers are the same as those for other DoD travelers.

2.7.2.2. The SECAF approves exceptions to transportation and travel guidance for premium class air travel. Request for premium class air travel will be submitted in accordance with AFI 24-101. The office that arranges premium air travel will ensure first-class travel procedures are complied with, and after travel is completed, prepares the First Class Air Accommodations Report, IRCN: 0167GSASA.

**2.7.3. Air Movement To, From, Within, and Between Overseas Areas.** First consideration is given to Air Mobility Command (AMC)-procured channel airlift services. If AMC-procured channel airlift does not meet security assistance mission requirements, travelers must request authorization from their servicing Traffic Management Office (TMO) to use other transportation sources.

2.7.3.1. If the request is approved, the travel office will issue tickets for commercial airlines in the following order of precedence.

2.7.3.1.1. General Services Administration (GSA) airlift contracted through the city-pair program.

2.7.3.1.2. Other US Civil Reserve Air Fleet (CRAF) carriers.

2.7.3.1.3. DoD-approved, non-CRAF US Flag carriers.

2.7.3.1.4. Scheduled service on US air carriers that are neither DoD-approved nor -disapproved.

2.7.3.1.5. DoD-approved foreign flag carriers. Foreign flag air carriers will only be utilized when US air carriers are not available to meet mission requirements.

2.7.3.1.6. Scheduled service on foreign air carriers that are neither approved nor disapproved by the DoD.



- 2.7.3.1.7. Other US military organic lift, when available, within and between overseas areas.
- 2.7.3.2. For CONUS travel, the travel office selects the commercial service (giving first consideration to government contract carriers) that meets the traveler's mission requirements for the lowest overall cost.
- 2.7.4. **Request to Remain Overnight (RON).** RONS may be authorized during overseas travel in accordance with the JFTR, the JTR, and AFI 24-101. A RON cannot be authorized when an employee chooses to travel by an indirect route. The use of non-contract carriers or use of matching "government fares" to permit a RON is a breach of contract between the USG and the contracted air carriers. Advance travel planning will help facilitate coordination of the most economical travel arrangements consistent with mission requirements.
- 2.7.5. **Country Clearances.** Official visitors to foreign nations must adhere to the requirements of DoD Directive (DoDD) 4500.54E, *DoD Foreign Clearance Program (FCP)*, including coordination with the in-country Security Cooperation Officer (SCO). The SAPM/CM is responsible for obtaining overseas country-special area access and theater clearances for anyone traveling in support of the program, including contractors.
- 2.7.6. **SCO Travel.** SCO travel should not be FMS case funded unless:
- 2.7.6.1. Travel is solely in support of an FMS program.
  - 2.7.6.2. The SCO is performing or supporting program management functions for either the USG or the partner.
  - 2.7.6.3. The partner, the CM, or the SAPM has requested the SCO's presence.

## **2.8. Quality of Support.**

- 2.8.1. All security assistance program management must meet the same high standards of efficiency and conduct that apply to AF activities. The AF supports US foreign policy objectives by delivering high-quality articles and services in a timely manner, and at a reasonable price. For a description of Standard Level of Service (SLS) see paragraph 4.6.2.11.
- 2.8.2. Delivery schedules are set for system end-items to ensure effective logistics support and training. Security assistance partner should understand the requirement for lead-time, including procurement, for articles and services.
- 2.8.3. The DoD priority system and the peculiarities of certain articles and services will affect lead-time. AF security assistance personnel must stress these factors during each transaction, to ensure common understanding between the AF and the partner on delivery of articles and services.

## **2.9. Management of Case Funded Personal Property.**

- 2.9.1. Personal property consists of various types of equipment and vehicles, to include office equipment (e.g., desks, computers), which may be purchased with case funds in support of a particular FMS program, including both individual partner programs and programs involving multiple participating countries such as the Technical Coordination

Program (TCP)/International Engine Management Program (IEMP), and Electronic Combat International Security Assistance Program (ECISAP).

2.9.2. The international partner may request communication support services with USG team members in support of the partner's security assistance programs to keep abreast of any rapidly developing situations. To accommodate this requirement, the international partner may request communication support services for USG personnel be included on the FMS case. These communication support services, chargeable to the case, will be for the service plan and not the equipment. Case funding is appropriate for these costs, since USG personnel will be issued a Blackberry (BB) from the organization's Information Technology (IT) inventory, in direct support of the foreign partner. The IT personnel will program the BB for access to the AF Network. The BB will remain in possession and used by USG personnel only, and should not be considered foreign-owned or controlled. It will be owned by the USG and under its control at all times. The BB service will be terminated when deemed no longer required on the case.

2.9.3. Each organization is required to appoint an equipment custodian. The equipment custodian will properly account for all FMS-owned equipment, citing applicable case lines and funding documents. For equipment purchased with individual partner case funds, the partner retains the title to the equipment, but possession resides with the purchasing organization responsible for its protection and accountability. For equipment purchased with multiple-partner funded programs such as TCPs/IEMPs or ECISAP, the equipment resides within the specific TCP/IEMP or ECISAP, and the program has ownership. Partners should follow the guidance that costs be directly attributable to supporting the FMS mission.

2.9.4. When equipment is purchased with individual partner funds and becomes obsolete or no longer functions, the AF purchasing organization will contact the partner for disposition instructions. If the partner directs the equipment to be turned over to them, the AF purchasing organization will package and ship the equipment according to directions furnished by the partner. All associated packaging and shipping costs will be charged to the FMS case. All sensitive materiel must be deleted from the equipment before disposal or transfer to the partner.

2.9.5. Disposal. If the partner does not direct the equipment to be returned, disposal action will be initiated and any costs incurred will be charged to the FMS country or FMS countries when equipment is purchased with multiple-partner funded programs.

2.9.5.1. If the market value exceeds the admin cost of disposal, then the equipment should be processed through the local DLA Disposition Services. Twenty percent of the sale proceeds will be reimbursed to DLA Disposition Services to cover its processing costs. The remaining eighty percent of sale proceeds will be refunded to the partner's trust fund in those instances where a single partner case was used to fund the purchase.

2.9.5.2. If equipment was purchased with multiple case funds and market value is determined to exceed admin cost of disposal, twenty percent of the sales value will be reimbursed to the DLA Disposition Services to cover processing costs and the remaining eighty percent of the sales proceeds will be reinvested into the TCP/IEMP/ECISAP or other multiple partner funded program to defray future expenses.

## **2.10. Real Property Management.**

2.10.1. Facilities on military bases may be constructed or renovated for FMS purposes, usually for training.

2.10.2. AF is required to annually report on all physical assets on CONUS bases IAW AFI 32-9005, *Real Property Accountability and Reporting*. The Automated Civil Engineering Systems Real Property Modules (ACES-RP) is the AF system of record to properly account for FMS real property assets to meet financial and physical reporting requirements.

2.10.3. Real property for non-US military activities is reportable as “owned by the AF for physical accountability purposes only.” This accountability is necessary because no other government entity can “own” real property on CONUS military bases.

2.10.4. Real Property Accountability Officers (RPAOs) should complete a DD Form 1354, *Transfer and Acceptance of Military Real Property* and record the property as “owned” by the AF in the ACES-RP module. RPAOs should ensure the appropriate cost and organizational codes are entered correctly for sustainment, restoration and modernization, so that ACES-RP will not report these facilities on the AF financial statement. Fund codes are available in ACES-RP that identify FMS property as fully sustained by the foreign government.

## **2.11. Condition of AF Articles.**

2.11.1. Article condition codes for FMS, if applicable, must be in the LOA. These codes are described in paragraph 2b of the LOA information sheet that is attached to each LOA.

2.11.2. Articles supplied to the partner from the AF inventory or excess stock must meet the serviceability standards in the applicable technical instructions or orders, unless otherwise specified in the LOA. Costs to upgrade items to these standards will be charged to the partner in the LOA. While articles from stock must be serviceable, they may or may not be new and unused.

2.11.3. If the AF agrees to sell only new and unused articles under FMS, this must be stated in the LOA. Requisitions for new and unused articles must have a “6P” advice code and cannot be placed against blanket order “FMSO II” cases.

2.11.4. The AF may transfer certain articles on an as-is, where-is basis. The AF is not responsible for the repair, support or movement of these articles, unless the LOA indicates otherwise. The partner should inspect the articles to be transferred, before document preparation. Any USG cost involved in the inspection should be included in the LOA. Recipient countries are encouraged to conduct a joint visual inspection prior to transfer of the items. The LOA must show the condition of the articles, work to be done, and an estimate of the associated costs in separate line items.

## **2.12. Direct Commercial Sales (DCS)/FMS Hybrid Program.**

2.12.1. Export sales and transfers of US defense systems and associated services are complex transactions involving three primary stakeholders or parties: the USG, international partners (allied and friendly governments/organizations) and defense contractors and suppliers (US and international). International partners have a wide array of choices available in satisfying their defense needs. If an international partner decides to acquire US defense articles and services, they normally have the option of acquiring those articles and

services through DCS arrangement, the FMS programs, or some combination of DCS and FMS (DCS/FMS Hybrid Program). Countries normally receive a better product when there is a single manager of the total program. Programs split between FMS and DCS do not provide this single manager. The AF will discourage the use of such a split program, unless the Defense Security Cooperation Agency (DSCA) authorizes it.

2.12.2. In support of US national security objectives and to promote interoperability and economies of scale, the DoD prefers allies and friendly nations to acquire US systems versus foreign systems. However, the DoD is generally neutral regarding a foreign nation's decision to purchase US defense articles and services by FMS versus DCS, unless directed by law/guidance. By guidance, USG will not compete with US industry for elements of a potential sale.

2.12.3. In the case of industry request for FMS support relating to a DCS contract, industry should advise the foreign purchaser if FMS articles/services are required and to submit an LOR for FMS articles/services in order to obtain support for the DCS equipment purchase. Industry should inform DSCA and the relevant implementing agency of the possibility of a requirement for FMS support.

### **2.13. Items Managed by Other Agencies.**

2.13.1. The AF implements security assistance programs for defense articles and services under its cognizance, including articles stocked, stored, issued and procured by the AF. The AF may support FMS items available from other MILDEPs, DoD components, or USG agencies. Sustainment support for these items should come from the DoD component controlling the item.

### **2.14. Nonstandard Items and Parts and Repair Ordering System (PROS).**

2.14.1. The AF provides initial and sustainment logistics support for nonstandard items and difficult-to-support standard items when the DoD source cannot provide support or when DoD organic capability is neither available nor timely.

2.14.1.1. Logistics sustainment support may include buying and repairing or overhauling nonstandard items and standard items (on an exception basis), and revising or updating Country Standard Technical Orders (CSTO) for nonstandard items. The LOA must state specifically what support will be given.

2.14.2. The following items may be supplied on an FMS case through the PROS program (a program administered by AFSAC).

2.14.2.1. Items that are no longer in the DoD inventory, but are still used by the partner.  
**Note:** This is on an exception basis for "difficult-to-support standard items."

2.14.2.2. Standard items determined to be non-supportable by the managing DoD activity may be supported through PROS. For AF-managed items, the data package and approved repair/procurement sources must be provided.

2.14.2.3. Partner-unique parts never used by the AF.

2.14.2.4. Commercial part-numbered items that have military application.

2.14.3. LOAs should state the scope of the rights to data (limited or unlimited) sought by the purchaser and that the USG has the same rights to the data as the partner. This means that

the USG has the right to furnish technical orders (TO) and data to future FMS partners (as allowed by the contract) without the permission of the original FMS partner.

2.14.4. The AF does not sell or support a commercial system, unless the partner uses it as a defense article or service. If a partner wants to buy a commercial system of any kind, the partner should consider a DCS. The provision of commercial systems via FMS will be determined on a case-by-case basis.

2.14.5. A partner-peculiar part number and corresponding national stock number (NSN) shall be assigned to any line replaceable units (LRU) that contain classified data, when like US LRUs or other countries' LRUs have different data that is sensitive to the individual partner's security. This partner-peculiar coding process provides the capability to readily identify and transport classified LRUs to the proper partner.

## **2.15. Obsolete or Deactivated Items.**

2.15.1. **Obsolete Items.** The AF must advise partners when articles are subject to Diminishing Manufacturing Sources (DMS), or are becoming obsolete, in order for the partner to participate in parts buy-outs or take other measures for future support.

2.15.2. **Items for Systems Deactivated by the AF.** The AF will provide item support on deactivated systems in accordance with AFMAN 23-110, *USAF Supply Manual*, Volume 9, *Security Assistance Program Procedures*.

## **2.16. FMS Development Programs.**

2.16.1. The AF will decide on a case-by-case basis whether to sell systems and equipment involving significant operational test and evaluation (OT&E). The country director will submit a "Yockey" waiver through the DSCA, Operations Directorate, Region (DSCA/OPS/Region). A "Yockey" waiver is a policy waiver in which the Office of the Under Secretary of Defense, Acquisition, Technology and Logistics (OUSD (AT&L)) approval is required before issuing P&A data or LOAs for major defense equipment (MDE) that has not undergone research, development, test and evaluation (RDT&E). The Country Program Director (CPD) at DSCA must approve all FMS developmental programs in the acquisition cycle. The item may be sold by either commercial or FMS methods, subject to OUSD (AT&L) approval. Because these systems have not completed operational testing and evaluation, partners are encouraged to buy systems already in the AF inventory. Partner requests for FMS developmental programs must be sent to the SAF/IA Country Director. Requests must include detailed information on the purchaser's specific requirements. These requests should be in accordance with an Air Force Capabilities Development Document (CDD) and AFI 10-601, *Operational Capability Requirements Development*.

2.16.2. The SCO may assist the partner with writing requests for developmental programs. These requests will be processed through the same channels as requests for standard FMS cases.

2.16.3. FMS developmental program plans approved by OUSD (AT&L) are sent through the SAF/IA Country Director to the partner. The developmental program plan must include a schedule for preparing the LOA. The AF will provide the LOA only when the partner requests it and only after the partner approves the FMS developmental program plan. The

CM will write the case and hold submission to the DSCA, Operations Directorate, Case Writing Division (DSCA/OPS/CWD) until it is approved.

#### **2.17. Quality Assurance Inspection.**

2.17.1. The USG provides quality assurance inspection for partner's direct acquisitions only under Defense Contract Management Agency (DCMA) LOAs.

#### **2.18. Conversion to Contractor-Furnished Equipment (CFE).**

2.18.1. FMS articles may be converted from governmentfurnished equipment (GFE) to contractor-furnished equipment (CFE) only if needed to perform the program in a timely manner. An LOA amendment may be required to change the source of supply and cost.

#### **2.19. Use of AF Equipment/Personnel to Support International Air Shows and Trade Exhibitions.**

2.19.1. **International Air Shows and Trade Exhibitions.** International Air Shows and Trade Exhibitions are events held outside the US that are organized primarily for promoting the sale of aerospace and other defense products. Events consisting only of the aerobatic demonstration or static display of aircraft and other defense equipment for public enjoyment and community relations, held on specifically designated public days of international air shows or trade exhibitions are governed by AFD 35-1, *Public Affairs Management*, AFI 35-105, *Community Relations*, and AFI 35-110, *U.S. Air Force Band Program*.

2.19.2. **AF Aircraft, Articles, or Services.** Contractors should send requests for the use of AF aircraft to the respective AFMC aircraft program office, which will notify Deputy Under Secretary of the Air Force/International Affairs, Armaments Cooperation Division (SAF/IAPQ). SAF/IAPQ will provide direction after the, Assistant Secretary of the Air Force/Acquisition, Deputy Assistant Secretary for Contracting (SAF/AQC) has coordinated the request within the HAF. AFI 64-103, *Leasing Non-Excess USAF Aircraft, Aircraft-Related Equipment and Other Personal Property to Non-Government Organizations*, contains procedures for leasing DoD aircraft to manufacturers for air shows. SAF/AQC is responsible for these processes. In addition, DoDI 7230.08, *Leases and Demonstrations of DoD Equipment*, outlines guidance and responsibility for leasing and demonstrating DoD equipment to defense contractors at international air shows or trade exhibitions.

2.19.3. **AF Personnel.** The level of involvement by AF personnel at specific exhibitions depends on whether the Office of the Secretary of Defense (OSD) guidance allows for direct participation as defined in DoDI 7230.08. After obtaining guidance from SAF/IAPQ on the level of DoD participation at a specific international air show and trade exhibition, the MAJCOM or the assigned office in the AF will approve or disapprove requests for AF personnel attendance. AF personnel attending these shows will follow the standards of conduct in DoD 5500.7-R, *Joint Ethics Regulation (JER)*.

2.19.4. **Direct DoD Participation.** Direct DoD participation occurs when DoD personnel are involved in the static displays providing information on DoD systems and technology, demonstration (aerial or live), manning of defense equipment, and the transportation of equipment that will be part of a DoD exhibit or otherwise employed by the DoD itself at an international trade exhibition. Manning by DoD employees includes operating equipment, standing by displayed equipment, and answering questions on the equipment. Direct DoD

participation also includes the presence of DoD personnel as official speakers or panel members at international trade exhibition. However, direct DoD participation does not include DoD employees who attend international trade shows and exhibitions as observers or in other capacities not directly related to the transportation, display, demonstration, or manning of defense equipment.

## **2.20. Marketing Guidelines.**

2.20.1. It is important to note and remember that the oral, visual, or other disclosure of information or data regarding certain technologies or end-items to any foreign person, embassy, agency, or subdivision of a foreign government (for example, its diplomatic mission) may constitute an export under the AECA or the International Traffic in Arms Regulation (ITAR), requiring an approved export license or exemption. Severe penalties exist for the unauthorized export of technology or related data, information, or end-items. There are five situations in which AF personnel should exercise special caution in discussions with potential or actual partners, as listed below.

2.20.1.1. AF personnel cannot promote new sales to partners in new areas. If a partner has not purchased a system and has not asked for information concerning that system, USG representatives should not initiate discussions concerning the system, depot capabilities, etc.

2.20.1.2. Representatives from the DoD must not give the impression that they have the authority to decide whether a sale will take place. The AECA gives the State Department the authority to approve all sales of defense articles and services to foreign countries. DoD 5105.38-M defines the SCO as "the principal point of contact (POC) for most US defense industry representatives marketing defense equipment in US missions." Any USG entity wishing to discuss available services and capabilities with other countries should do so through the SCO. This allows the SCO to guard against false expectations that the USG is prepared to sell items being discussed.

2.20.1.3. Representatives from the DoD cannot appear to favor one US competitor/product over another US competitor/product. Representatives must limit themselves to factual descriptions of systems and system capabilities without appearing to endorse one US system over a competitive US system. This is not to inhibit endorsement of US products or capabilities over foreign products or capabilities.

2.20.1.4. DoD personnel may encourage foreign governments to purchase US defense-related products when such sales are consistent with US national security and foreign policy interests, and the products have been authorized by the USG for international marketing or export.

2.20.1.5. When a partner has acquired a US defense product, DoD personnel can discuss potential follow-on support and maintenance requirements with partner representatives. This provision includes improvements in product capabilities that the AF is pursuing, planning, or has fielded.

## **2.21. Negotiating Guidelines.**

2.21.1. DoDD 5530.3, *International Agreements*, as implemented by AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*, contains procedures for negotiating and concluding (signing) international agreements.

2.21.1.1. DoD personnel shall neither initiate nor conduct the negotiation of an international agreement without prior written approval by the DoD officer assigned with approval responsibility in DoDD 5530.3.

2.21.1.2. The Director, DSCA has the delegated authority to negotiate and conclude agreements involving security assistance.

2.21.1.3. An international agreement is any agreement concluded with one or more foreign governments (including their agencies, instrumentalities, or political subdivisions), or with an international organization, that (1) is signed or agreed to by any DoD component, (2) signifies the intention of the parties to be bound in international law, and (3) is denominated as an Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), LOA, memorandum of arrangements, exchange of notes, exchange of letters, technical arrangement, protocol, verbal note, aide memoir, agreed minute, contract, arrangement, statement of intent, letter of intent, statement of understanding, or any other name connoting a similar legal consequence.

2.21.1.4. Negotiation is the communication by any means of a position or offer on behalf of the AF to a foreign government in such detail, that acceptance would result in an international agreement. Providing a draft agreement is considered negotiating, however, negotiation does not include preliminary or exploratory discussions or routine meetings where no draft documents are discussed, so long as such discussions or meetings are conducted with the understanding that the views communicated do not and will not bind or commit any side, legally or otherwise.

2.21.2. For security assistance matters, appropriate authority must be obtained before engaging in negotiations that may commit the AF to new sales or leases of defense articles and services. Prior approval is not required for initial, informal, or exploratory discussions in which the AF provides information regarding systems, facilities, and capabilities already approved for release. Prior approval also is not needed for talks about potential training or sustainment support for existing sales or leases. In some cases, the requirement for prior approval is met through the normal processes for case development, disclosure clearances, licensing, etc.

## **2.22. AF-Sponsored Exercises, Competitions, Evaluations and Foreign Unit Deployments to USAF Units.**

2.22.1. The following guidance pertains to AF-sponsored exercises (e.g., Red Flag, Green Flag, Angel Thunder, and AMC Rodeo) within CONUS and Alaska/Hawaii. This guidance does not address Joint Chief of Staff (JCS) or Allied (Allied or joint US/Allied) sponsored events outside US-controlled air space. Unless otherwise identified in other exercise-specific guidance (e.g., policy memos or AFIs), the following general international participation guidance/responsibilities apply:



### 2.22.2. SAF/IA.

2.22.2.1. Provides international affairs and security assistance advice/assistance to MAJCOMs sponsoring exercises with international partner participation; however, MAJCOMs retain primary responsibility for implementing exercises within their area of responsibility (AOR) (to include unit sponsored exercises).

2.22.2.2. Forwards MAJCOM exercise event announcements and/or participation questionnaires to international partners.

2.22.2.3. Prioritizes international participation for MAJCOM exercises (if formally requested by MAJCOM sponsor).

2.22.2.4. Coordinates on international partner invitations (reviews for accuracy, addresses any political-military (pol-mil) concerns). If requested by MAJCOMs, forwards invitations to SCOs. SCOs forward invitations to appropriate international partner senior leaders.

2.22.3. **MAJCOMs.** MAJCOMs are responsible for both MAJCOM and unit level exercises sponsored/hosted within their AOR. **Note:** Although not a MAJCOM, the National Guard Bureau's (NGB) J53/IA organization serves this role. Responsibilities include, but are not limited to:

2.22.3.1. Providing a list/description of existing/planned exercises with international participation, along with MAJCOM exercise focal points, to Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX). **Note:** MAJCOM international affairs/security cooperation offices should also have complete visibility over all MAJCOM-sponsored exercises.

2.22.3.2. Identifying MAJCOM goals/objectives for international participation (e.g., specific or general international partners that should be invited). MAJCOMs may request SAF/IA prioritization of international partners that meet MAJCOM stated exercise goals.

2.22.3.3. Establishing international participation requirements (e.g., English Comprehension Levels (ECL), Oral Proficiency Interview (OPI), competency assessments, and range management). Table 2.1 provides MAJCOM agreed ECL/OPI requirements for flying exercises conducted in a highly dynamic environment.

**Table 2.1. English Comprehension Level and Oral Proficiency Interview Requirements.**

<b>Duty Position</b>	<b>English Comprehension Level (ECL) and Oral Proficiency Interview (OPI)</b>
Mission and Package Commanders	85 ECL <b>and</b> 2+/2+ OPI (both required)
Aircraft Commanders, Pilots and Co-Pilots	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
AWACS Weapons Directors, Senior Directors	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
Ground Control Intercept Controllers	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
Joint Tactical Attack Controller (JTAC)/Tactical Air Control Party (TACP) Team Members (All Members)	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
Mission Planning Cell Representatives (All Fighter and Airlift Planning Cell Reps)	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
Air Defense Teams	85 ECL (primary) <b>or</b> 2/2 OPI (*waiver)
Maintenance Operations Center (MOC) Representatives	70 ECL
Aircraft Commanders, Pilots and Co-Pilots	85 ECL (primary) <b>or</b> 2+/2+ OPI (**waiver)
<b>Notes:</b> 1. OPI scores are listed as two numbers representing <b>listening/speaking</b> skills respectively.  2. *WAIVER ALTERNATE: If any participant identified above with a (*waiver) fails to score a minimum 85 ECL, then they must take and pass the OPI with a minimum score of 2/2. Failure to meet this requirement makes the individual ineligible for participation in a Red Flag exercise.  3. MAJCOM responsible for the exercise has waiver authority to modify these English language testing standards as required.  4. **WAIVER ALTERNATE: If any participant identified above with a (**waiver) fails to score a minimum 85 ECL, then they must take and pass the OPI with a minimum score of 2+/2+. Failure to meet this requirement makes the individual ineligible for participation in the Exercise.	

2.22.3.4. Reviewing MAJCOM proposed/signed international partner invitations sent to SAF/IA to ensure invitation accuracy and any pol-mil concerns are addressed as

appropriate. SAF/IA senior leaders sign Air Combat Command (ACC) sponsored exercise invitations.

2.22.3.5. Announcing exercise planning events/conferences and providing/publishing clear, user-friendly exercise planning/participation guidance for international participants. Guidance concerning international partner “observers” should also be provided as applicable.

2.22.3.6. Ensuring international partner participation is conducted IAW appropriate guidance (FMS case) and/or applicable international agreements. MAJCOM/units provide CM with pricing information, as needed, to develop required FMS cases.

2.22.3.7. Ensuring international partners adhere to United States Air Force (USAF) operational control and flight safety procedures/requirements. MAJCOMs/units must publish specific exercise procedures for ensuring the complete spectrum of international partner participation is accounted for (e.g., operational control, flight safety, and range management)

**2.22.4. Air Force Security Assistance Center (AFSAC).** AFSAC is responsible for developing LOAs and managing FMS cases supporting international partner exercise participation.

2.22.4.1. Acts as the implementing agency for international partner exercise support LORs. AFSAC develops LOAs (working with MAJCOM exercise focal points) to recoup all FMS costs associated with international air force participation in USAF-sponsored exercises, competitions, evaluations and deployments. FMS cases written to support international participation in such activities are N or Q cases.

2.22.4.2. AFSAC may use blanket order cases/lines to support international partners who do not wish to have a new LOA for every exercise. The LOR from the partner must specify the specific exercises(s) in which participation is anticipated. The LOR should be received to allow case implementation no later than 120 days prior to the initial planning conference (IPC) of the first exercise, or actual exercise start date if not attending an IPC.

**2.22.5. International Partner Requests for Flying Training Deployments and Flight Exercises (Outside of AF-Sponsored Exercises).** The following guidance outlines procedures for staffing international partner requests (self-invited vs. USAF-sponsored events) for flying unit training/flight exercises involving USAF support, bases, or ranges within CONUS and Alaska/Hawaii. Unlike AF-sponsored exercises, where USAF (MAJCOM/units) exercise sponsors invite international partners to participate, these staffing procedures support a formal process which forwards international partner requests to MAJCOMs for support consideration. Staffing procedures are:

2.22.5.1. International partner submits a formal Letter of Request (LOR) requesting USAF support--goal is to have LOR no later than (NLT) nine months prior to proposed deployment date.

2.22.5.2. Request should include information listed in Table 2.2. (although additional information/clarification may be required to properly evaluate a request).

2.22.5.3. SAF/IA Country Director will coordinate request at minimum with SAF/IAPX, SAF/IAPD, the Office of the Air Force General Counsel, International Affairs

(SAF/GCI), NGB, and AFSAC, as well as the MAJCOM impacted. **Note:** USAF host MAJCOMs/units determine impact on USAF operations/priorities. It is critical they have the opportunity to fully staff/evaluate requests impacting their operations, concurring/non-concurring as they deem appropriate

2.22.5.4. After proper coordination, the AFSAC drafts/coordinates a formal response to the LOR. The response will include appropriate provisos which surfaced during staffing, as well as an estimated timeline for FMS case development and/or implementation of other appropriate documentation.

2.22.5.5. AFSAC develops the supporting FMS LOA.

**Table 2.2. International Partner AF LOR for Flying Training/Exercise Support (Outside the Scope of a USAF-Sponsored Exercise)**

<ul style="list-style-type: none"> <li>This information is required for the USAF to properly evaluate an international partner's AF request for support, which includes use of a USAF base/range when the flying training/exercise requested is not part of a specific USAF sponsored exercise (e.g., Red Flag). Lack of, or incomplete, information will likely delay USAF staffing of request.</li> </ul> <p>Information format:</p> <ul style="list-style-type: none"> <li></li> </ul>
<b>1. Date of Request</b> (USAF recommends LOR NLT nine months before event--shorter notice LORs may impact procurement (e.g., munitions), and require shorter Offer Expiration Dates (OED))
<b>2. Requester Information</b> (Name, office, phone, fax, email)
<b>3. Flying Training/Exercise Purpose:</b> <ol style="list-style-type: none"> <li>Type exercise/training (e.g., air-to-air/air-to-ground)</li> <li>Exercise name (if applicable)</li> </ol>
<b>4. Location</b> <ol style="list-style-type: none"> <li>USAF/DoD base/range (USAF POC information if known/applicable)</li> </ol>
<b>5. Timing</b> <ol style="list-style-type: none"> <li>Specific dates/duration (list alternate dates if applicable, since USAF operations/priorities take precedence)</li> </ol>
<b>6. Other Participants Desired</b> <ol style="list-style-type: none"> <li>Identify all other planned USAF/foreign deployed/dedicated squadrons in exercise</li> </ol>
<b>7. Concept of Operations</b> <ul style="list-style-type: none"> <li>Type and number of aircraft deployed</li> <li>Method of deployment</li> <li>Number of pilots, aircrews, and support personnel</li> <li>Number of sorties per day, hours per sortie</li> <li>Mission Roles: Identify amount of air-to-air and air-to-ground sorties desired</li> </ul>
<b>8. Munitions and Other Significant Equipment</b> <ul style="list-style-type: none"> <li>Identify all foreign/USAF munitions, pods, laser designators, Electronic Counter Measure (ECM), etc., involved</li> <li><b>Note:</b> Information critical to USAF range approval--certification of munitions to be used must be verified/accomplished prior to use on a USAF range.</li> <li>If seeking to purchase US built weapons, identify type/number and method of transfer</li> </ul>
<b>9. Petroleum, Oils and Lubricants (POL)</b> <ul style="list-style-type: none"> <li>Credit card purchase or FMS.</li> <li><b>Note:</b> A credit card may be used only if the partner has a reciprocal fuel support agreement with the USG.</li> </ul>
<b>10. Other Support Required (specify in detail)</b>
<b>11. FMS Case</b> <ol style="list-style-type: none"> <li>Existing LOA (FMS case)--please identify</li> <li>New</li> </ol>

## Chapter 3

### SECURITY ASSISTANCE REVIEWS

#### 3.1. Security Assistance Survey Teams (Section 26 of the Arms Export Control Act (AECA)).

3.1.1. Teams consisting of United States Government (USG) personnel, partner representatives, and commercial contractors conduct in-country surveys at the partner's request. A comprehensive survey of a partner's military capabilities may be requested any time a new program is initiated in order to develop a program baseline. More often, surveys are conducted in the context of ongoing programs to address specific needs. DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, Chapter 1, provides general guidance for survey teams.

#### 3.2. Types of Surveys.

3.2.1. **Site Survey.** A site survey focuses on the proposed physical location for a new system. It addresses a wide range of issues concerning the supportability of the system, facility requirements, infrastructure support, etc.

3.2.2. **Training Survey.** A training survey addresses a partner-specific training needs and training conditions. Training survey teams may evaluate generic training requirements (such as basic flight training), or more specific training needs for a particular equipment installation and its associated mission.

3.2.3. **Logistics Survey.** A logistics survey concentrates on the support requirements of a system, equipment, or capability.

3.2.4. **Technical Survey.** A technical survey evaluates a partner's need for technical assistance or system modifications (e.g., engineering change proposal (ECP)).

#### 3.3. Roles and Responsibilities.

3.3.1. A site survey is normally required when a purchaser is new to United States (US) support or is acquiring a new system. The site survey should be performed as early as possible, because site conditions vary considerably around the world and can have significant impact on system supportability and cost. Specialized teams may be formed to conduct a training, logistical, or technical survey.

3.3.2. The Case Manager (CM) must reflect the site survey results in the subsequent Letter of Offer and Acceptance (LOA).

3.3.3. All costs for the site survey must be recouped in an LOA.

3.3.4. The site survey team (SST) will prepare a report and brief the partner. Physical, logistical, and informational security requirements of the system will be included in the report. In-country team and SST will determine the applicability of the existing host partner agreements (logistics support agreements and acquisition and cross-servicing agreements).

3.3.5. The site survey team chief is normally from Deputy Under Secretary of the Air Force/International Affairs (SAF/IA); however SAF/IA may delegate this responsibility. Contractors may be included as associate team members under the control of the team chief.

### 3.4. Congressional Interest.

3.4.1. Congress requires a quarterly summary report (Records Control Symbol (RCS): Defense Security Cooperation Agency (DSCA) (Q) 1137, *Security Assistance Surveys*) on all security assistance surveys authorized or conducted during the previous quarter. The report is due to DSCA no later than 30 days after the end of the reporting quarter.

### 3.5. System Planning Team (SPT).

3.5.1. SAF/IA may set up a system planning team (SPT) for major systems still under development when a potential foreign military sale (FMS) can have a direct impact on an Air Force (AF) program. Costs for the SPT must be covered by a line item in an LOA.

3.5.2. The SPT consists of one or more representatives from AF organizations involved in the system development program and sale. Organizations represented may include SAF/IA (as team chief), Assistant Secretary of the Air Force/Acquisition, Deputy Assistant Secretary for Contracting (SAF/AQC), Assistant Secretary of the Air Force/Acquisition, Deputy Assistant Secretary for Acquisition Integration (SAF/AQX), Deputy Chief of Staff/Logistics, Installations & Mission Support (AF/A4), Air Force Materiel Command (AFMC), Air Combat Command (ACC), Air Education and Training Command (AETC), the program offices, Air Force Security Assistance Center (AFSAC), Air Force Security Assistance Training (Squadron) (AFSAT), an appropriate representative from the Mission Area Directorate, and the major command (MAJCOM) system users. The team includes experts in all functional areas to be surveyed, including systems, operations, maintenance, facilities, logistics, supply, transportation, training, cultural, linguistic, and other areas as required. If the program office concludes that contractors are needed and SAF/IA approves, contractors may be included as associate team members under the control of the team chief.

3.5.3. The SPT must consider both the AF's and the partner's needs in surveying the following areas:

3.5.3.1. Acquisition and FMS procedures and the effect on AF development.

3.5.3.2. Initial and sustainment spares, support equipment, maintenance, aircrew or maintenance training and equipment, etc.

3.5.3.3. Procurement lead-time.

3.5.3.4. Financing.

3.5.3.5. International Engine Management Program (IEMP), Aircraft Structural Integrity Program (ASIP), and Technical Coordination Program (TCP).

3.5.3.6. Packing, preservation, transportation, licensing, embedded information security (INFOSEC), and test, measurement and diagnostic equipment (TMDE).

3.5.4. The SPT report should include all items in the *Site Survey Team* report, plus considerations unique to the SPT (e.g., effect on the AF programs).

## Chapter 4

### PREPARATION AND PROCESSING OF FOREIGN MILITARY SALES (FMS) CASES

#### 4.1. Types of FMS Cases.

4.1.1. There are three basic types of cases: defined order, blanket order, and cooperative logistics supply support arrangement (CLSSA). A complete listing of case types (to be used as the first position of a case designator) and the responsible organization for development and management of those cases can be found in Attachment 3. These cases may include articles from production, Air Force (AF) inventory, or excess stores of the AF or Department of Defense (DoD). Services may be procured, organic (DoD services/stock) or a combination of both. Letters of Request (LORs) submitted by countries will identify the requirement only, not the specific case category to be used to support the requirement. The Case Manager (CM) will determine the appropriate case category to be used in supporting each requirement. The AF established a goal of transmitting 85 percent of Letters of Acceptance (LOAs) and LOA Amendments to the partner on or before the Anticipated Offer Date (AOD).

4.1.1.1. The AODs for foreign military sales (FMS) case documents are as follows:

4.1.1.1.1. Blanket order LOAs, training LOAs, CLSSAs and associated amendments and modifications will have an AOD of no longer than 75 days following the date the LOR is shown as complete in Defense Security Assistance Management System (DSAMS).

4.1.1.1.2. Defined order LOAs and associated amendments and modifications will have an AOD no longer than 120 days following the date the LOR is shown as complete in DSAMS.

4.1.1.1.3. Defined order LOAs and associated amendments that are unique to the partner may have an AOD that is longer than 120 days following the date the LOR is shown as complete in DSAMS. The AOD will be determined by the implementing agency and CM due to the unique characteristics of the case.

4.1.1.1.4. All Pseudo LOAs and associated amendments and modifications will be assigned an AOD as soon as sufficient information is available to determine an appropriate AOD.

4.1.2. The AF provides initial and long-term, follow-on sustainment support covering the full range of logistics (including support equipment, spares, repair parts, maintenance, engineering, technical assistance, acquisition data, and transportation) and training. In order to provide a timely LOA, the meaning of each type of case has been clarified to facilitate the process of what type of LOA document to prepare (for further guidance see DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, Chapter 6.).

4.1.3. **System Sales Cases.** System sales cases implement the total package approach and include major end-items plus all articles and services necessary for delivery and initial support. System sales cases provide aircraft; missiles; command & control, communication, computer, and intelligence (C4I) systems; radar; and complex services. All training under system sales cases will be identified under a training Military Articles and Services List



(MASL) and will be managed by Air Force Security Assistance Training (AFSAT) Squadron to ensure all congressional reporting and student screening requirements are met in accordance with United States (US) law and DoD guidance.

4.1.3.1. The scope of a system sale may have different meanings to different purchasers, and the needs of a purchaser for items and support in a system may vary.

4.1.3.2. The purchaser is encouraged to participate in discussions, including those pertaining to the development of the LOA.

4.1.3.3. The scope of a system sales case should be limited to articles, services and training required for initial activation.

4.1.3.4. Initial support for a system sales case will include the articles and services necessary to ensure a fully activated system. The initial activation period normally ends with the delivery of the last major end item; however, the activation period may be extended until all essential articles and services are in place to support full activation.

4.1.3.5. The applicable DSAMS notes associated with a system sales case must state that long-term, follow-on sustainment support and training are not part of the LOA. A note must be included to state that the purchaser agrees to negotiate for sustainment spares through AFSAC under CLSSA, if the AF is to provide the support. If the LOA contains no provision for initial support, this fact must be documented in the LOA. An estimate must be provided to the purchaser identifying the scope and period of recommended sustainment after initial system activation. The estimate should be for a period of 12 to 24 months depending on the requirements of the purchaser.

4.1.3.6. "Other Services" lines are limited to a period not to exceed eighteen months after full system activation, unless otherwise approved in writing through appropriate channels to SAF/IAPX.

4.1.4. **Sustainment Cases.** Sustainment cases provide articles and services necessary to support a system after completion of system activation. These cases provide support equipment, spares, technical publications, technical services, maintenance, ammunition, training etc. Sustainment may be defined order (identified quantities or services) or blanket order (defined by dollar value alone). Systems sales and training cases provide letter designations for cases, but sustainment cases do not perform this function.

4.1.4.1. The CM and the SAPM must ensure that the purchaser is aware of the need to have sustainment cases in place to avoid lapses in AF support. In some extreme cases, sustainment may be provided through an initial system sale; however, a waiver must be obtained through the appropriate security assistance policy office.

4.1.5. **Training Cases.** Training cases cover all types of training, formal and informal courses, on-the-job training (OJT), familiarization or qualification training, aircrew training, professional training, mobile training teams (MTT), engineering technical services (ETS), Technical Assistance Field Teams (TAFT), extended training services specialists (ETSS), Language Training Detachments (LTD), and other technical or specialist training from both the US government (USG) and contractor sources. Dedicated training programs, which include multiple command requirements related to training, will be written and managed by AFSAT in coordination with the applicable major command (MAJCOM) responsible for the

base on which the dedicated training program is located. Due to US law which requires the DoD to report international training and security screening of international students prior to receiving DoD or DoD sponsored training, all international student training must be conducted under a training line managed by AFSAT.

4.1.5.1. AFSAT will prepare training cases, including cases for dedicated training squadrons.

4.1.5.2. In addition, AFSAT will provide all LOA data (LOAD) for training to support systems sales cases.

4.1.5.3. Training will not be embedded in non-training lines unless a waiver to include training is approved by the AFSAT Commander.

4.1.6. **Pseudo Cases.** Various authorities within US law allow using US appropriated funds, other than foreign military financing program (FMFP) and IMET funds, to provide defense articles and services to friendly partners and allies. These usually are supplemental DoD appropriations used to provide equipment, supplies and training to foreign military forces to conduct joint operations with US forces and to conduct counternarcotics and counterterrorist operations. DoD and other federal agencies will submit a request to Defense Security Cooperation Agency (DSCA) identifying the services and equipment to be provided and citing the legal authority for the program. DSCA will approve the use of the FMS infrastructure to execute the program. A Pseudo-LOA will be prepared by the Air Force Security Assistance Center (AFSAC) and will itemize defense articles and/or services included in the request and will be used by the USG to track the sale.

#### **4.2. LOA Lifecycle Quality Control.**

4.2.1. The quality, accuracy, and timeliness of all finished products begin with the initial review of the LOR and continue through to the AF's proposal to DSCA for countersignature. Quality control of documents is the highest priority during the preparation and processing of all sales, whether for spares, technical orders, training, or major weapons systems.

4.2.2. All LOA documents are legal instruments between the USG and our foreign partners. As such, they should be treated and developed with the utmost dedication and detail. Failure to provide partners with accurate and timely data may result in schedule delays, cost overruns, and less-than-optimal performance.

4.2.3. To ensure that documents are of the highest quality, preparation and review is conducted by organizations within the AF (AFSAC and AFSAT) and other outside agencies (e.g., National Security Agency (NSA)). DSCA will review and countersign all LOA documents.

4.2.4. DoD 5105.38-M gives general instructions for preparing LOAs. Each activity that prepares documents must issue detailed preparation guidance ensuring maximum possible standardization. All requests for waiver to guidance in this manual or to those in DoD 5105.38-M must be approved by or through Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX). AF LOAs will be prepared in accordance with (IAW) the DoD 5105.38-M prescribed format using DSAMS.

#### **4.3. Initiating and Validating FMS Requests.**

4.3.1. Partners initiate FMS cases by communicating their interest in defense articles or services by submitting an LOR. When validating an LOR, ensure the following:

4.3.1.1. An eligible partner must forward a request through channels as described in DoD 5105.38-M. Requests from an ineligible partner will be forwarded to DSCA for appropriate action.

4.3.1.2. The preponderance of articles or services in the request must be under AF control or in support of an initial system acquisition. The partner will submit requests for articles and services under Army, Navy, or other DoD component control to the appropriate activity.

4.3.1.3. Requests for nonstandard articles or services that DSCA has not approved or directed for sale will be sent through the Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director to DSCA for approval.

4.3.1.4. Requested articles or services must be authorized for sale according to National Disclosure Policy (NDP) (see AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, and AFI 16-201, *Air Force Foreign Disclosure and Technology Program*).

4.3.1.5. LOR validation date will be on the case identification page of the Manpower Requirements Package (MRP) in the Security Assistance Manpower Requirements System (SAMRS). The LOR validation date is used to measure the LOA response.

4.3.1.6. When funding pre-LOR activities such as site surveys, logistics support conferences, and case planning meetings, which are necessary in order to definitize purchaser requirements prior to a request for an LOA, a funding threshold will apply (see DoD 5105.38-M, Chapter 5 for requirements).

4.3.2. Send partner request for articles and services not authorized for sale under current NDP guidelines to the appropriate SAF/IA Country Director who in turn will coordinate with the Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD) to determine release. LOR validation will be complete no later than 20 days from receipt.

4.3.3. If an exception to NDP is required, the SAF/IA Country Director in conjunction with the in-country Security Cooperation Officer (SCO) and Regional Combatant Commander, will:

4.3.3.1. Develop the appropriate political-military (pol-mil) justification.

4.3.3.2. Request DSCA to coordinate the justification with the Office of the Assistant Secretary of Defense, International Security Affairs (OASD/ISA), Secretary of State, and the White House, as appropriate.

4.3.3.3. Provide SAF/IAPD with the necessary justification for processing the NDP exception. If the AF does not recommend release, SAF/IAPD will forward the request to DSCA for final action.

4.3.3.4. Return request for articles or services restricted from sale by statute or guidance to the requester; explain the restrictions and indicate that exceptions should be requested through DSCA.

4.3.3.5. Make sure the request includes all data required by DoD 5105.38-M. Hold incomplete requests, and send a letter or a message to the requester asking for the missing data.

4.3.3.6. In all instances, notify the requester of action taken and indicate if the action will cause delay.

#### **4.4. Processing Valid FMS Requests.**

4.4.1. Requests that meet all requirements in Section 4.3 of this document must be processed using the following procedures. This section does not apply to P&A data requests for spares or equipment, or for repair or overhaul of repairable items on cases already established, such as blanket order cases. Procedures for those materiel and/or services are addressed under AFMAN 23-110, *USAF Supply Manual*, Volume 9.

##### **4.4.2. P&A Data Requests.**

4.4.2.1. Countries who request P&A data must state that the information is for planning purposes only. The request for P&A data should be sent directly to the appropriate case writing organization (AFSAC or AFSAT). The case authoring organization should ensure the defense articles and services requested by the purchaser have been determined to be releasable by the appropriate foreign disclosure office (FDO).

4.4.2.2. P&A data will be formulated using available information, including standard AF factors and formulas. P&A responses should be developed from historical P&A or LOA data. Request for P&A data will be tasked through DSAMS. LORs for P&A data should be entered as a partner request in DSAMS. P&A data responses will be loaded into DSAMS and provided to the purchaser in the form of a DSAMS planning case Response Document. P&A data should be limited to 7-9 line items.

4.4.2.3. P&A data is for planning purposes only and should not be used for the partner's budget programming or used for preparing an LOA. The following disclaimer clause must be included when furnishing P&A data to the requesting partner:

4.4.2.3.1. "The Price and Availability (P&A) data provided are not valid for purposes of preparing a Letter of Offer and Acceptance (LOA) and may not be adequate for budgetary purposes. These data are for planning/review purposes only, to assist in your Government's determination whether or not to request an LOA. If [insert the appropriate foreign partner] is interested in pursuing this potential purchase, it must request an LOA." (DoD Manual 5105.38-M, Chapter 5).

4.4.2.4. P&A data should be provided to the partner within 45 days of receipt of the LOR. The program office will provide P&A to the CCM, and AFSAC will provide P&A to the partner under most circumstances.

4.4.2.5. P&A for Global Positioning System/Precise Position System (GPS/PPS) equipment must be coordinated through the Global Positioning System (GPS) Wing (GPSW/GPUF) located at Los Angeles AFB, CA. This office is the sole program office that manages all GPS equipment and security devices purchased through FMS. The GPS Wing ensures compliance with DoD GPS security policy and that partners obtain the correct GPS equipment for their weapon system platforms.

##### **4.4.3. LOA Requests.**

4.4.3.1. For an LOA request, the CCM initiates the case in DSAMS. The initial DSAMS input will contain the required information in accordance with DoD 5105.38-M and as described herein.

4.4.3.2. Concurrent requests from the same partner for the same type of articles or services may be combined into one case; there is no requirement for an LOA for each individual LOR.

4.4.3.3. Procedures have been approved that allow North American Treaty Organization (NATO) countries and Australia to purchase via direct commercial sale (DCS) Selective Anti Availability Spoofing Module (SAASM) GPS equipment. US vendors must request a Section 30 sales agreement in accordance with the Arms Export Control Act (AECA) for loading operational software and initialization parameters onto the SAASM security devices being sold via DCS.

**4.4.4. Identifying FMS Cases.** Upon initialization of a new FMS case in DSAMS, a case identifier is assigned to the case. This identifier is comprised of three major components: country-code (e.g., “BN”), Implementing Agency code (the most common are B-Army, D-Air Force, and P-Navy), and a three-position case designator (e.g., “AAA”).

4.4.4.1. The first position of the three-position case designator identifies the article or service being provided (see Attachment 3). The remaining two positions are sequentially assigned by DSAMS and are used to distinguish among a country’s separate cases for the same category of item or service. DoD Manual 5105.38-M, further discusses building case identifiers and designators.

4.4.4.2. A project nickname may be assigned to system sales, classified requests, and/or complex cases. SAF/IA Country Directors will obtain nicknames as appropriate from the Office of the Administrative Assistant to the Secretary of the Air force, Directorate of Security, Counter Intelligence and Special Programs (SAF/AAZ).

**4.4.5. Identifying Classified FMS Cases.** When a CCM receives a request for an LOA, which will be classified under DoD 5105.38-M, the CCM will initialize an unclassified pseudo-case in DSAMS. Pseudo-codes will be obtained from the appropriate document preparation sections for use by each organization. The LOR must provide explicit instructions and designations as to what is and is not classified. If the partner has not clearly distinguished classified from unclassified information, the LOR should be returned immediately with appropriate instructions. Additionally, the LOR must provide justification for processing a classified case. The AF will not process an LOA in which all data is identified as classified or without sufficient justification for a classified case.

**4.4.6. LOAs which meet Section 36(b)(1) of the AECA thresholds must be notified to Congress (see paragraph 4.4.6.1.).** The CCM will provide the required information to DSCA which will assemble the package and submit it to Congress. During this notification process, the official and draft-official USG responses (LOAs, Congressional Notification (CN) or NRC Waivers) can be considered CLASSIFIED when the combinations of data (country name, system, and quantity or value) are included. When developing the case in DSAMS, prior to CN, use the masked/pseudo case identifier to protect the system’s integrity. Mentioning the country name together with the system and quantity or dollar value, as contents of a pending CN, in any of our working document, including routine NIPR email

traffic is NOT CLASSIFIED at any time. A CN checklist will be included in the CN package when requesting coordination. DoD Manual 5105.38-M provides the details associated with the CN process.

4.4.6.1. **Thresholds.** NATO countries, Japan, Australia, New Zealand, and the Republic of Korea:

4.4.6.1.1. \$25 million or more for MDE items

4.4.6.1.2. \$100 million or more of Total Case Value

4.4.6.1.3. \$300 million or more of Design or Construction Services

4.4.6.2. **Thresholds.** All other countries:

4.4.6.2.1. \$14 million or more for MDE items

4.4.6.2.2. \$50 million or more of Total Case Value

4.4.6.2.3. \$200 million or more of Design or Construction Services

#### **4.5. Preparing Letter of Offer and Acceptance Data (LOAD).**

4.5.1. The purpose of LOAD is to give the partner the best available estimate of costs and delivery times. LOAD is valid for use on an LOA.

4.5.2. **LOAD Characteristics.** LOAD will include line item descriptions, estimated delivery schedules, program milestones, payment schedules (to include expenditure profiles from the major contractors), and manpower and all associated cost required to execute the case.

4.5.2.1. LOAD pricing should include a valid expiration date.

4.5.2.2. Detailed LOAD studies are not done for AFmanaged spare parts, Defense Logistics Agency (DLA) and General Services Administration (GSA) items, or for blanket order cases. The LOAD will always be released in LOA format. Any deviation requires written approval from the Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX).

#### **4.5.3. LOAD Taskings.**

4.5.3.1. The responsible security assistance manager will validate LORs to ensure that information is sufficient to develop valid and accurate LOAD estimates. If information provided by the partner is not adequate for preparing quality LOAD, the partner will be requested to provide additional information.

4.5.3.2. LORs for major system acquisition cases will be coordinated by the SAF/IA Country Director involving the teaming process and the cognizant Assistant Secretary of the Air Force/Acquisition (SAF/AQ) mission area directorate prior to the CCM sending the request to the Security Assistance Program Manager (SAPM) for pricing. SAF/AQ will provide copies of the request to the appropriate AF Program Execution Officer (AFPEO) or Designated Acquisition Official (DAO).

4.5.3.3. The designated SAPM is responsible for coordination of the preparation of LOAD, in conjunction with the CM and Line Managers. DSAMS is the required method for gathering LOAD. If Line Managers lack access to DSAMS, the SAPM should

contact the CM for resolution. Contractors may help prepare LOAD when required in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS).

4.5.3.4. Replies to LOAD tasking should be completed no later than the due date assigned on the tasking. The tasking due date is approximately one fourth of the time between the date of the task and AOD. If an LOAD tasking cannot be completed within the prescribed time period, as described above, the LOAD preparing office must request a new suspense from the CM and justify the delay. LOAD extensions will be requested in advance and will be approved by the appropriate CCM. If the requested LOAD response is less than specified above, the CM must state the date the information is required and justify the urgency.

**4.5.4. General LOAD Requirements.** The SAPM must ensure that the following information (as appropriate) is included in the LOAD package:

4.5.4.1. Identification of dangerous, hazardous, classified and unclassified, distribution-limited, outsized air cargo, and information security (INFOSEC) system items. The LOAD requester must be told of all INFOSEC items not identified in the LOAD request. Foreign Disclosure System (FDS) reports must be made for all LOAD requests on classified and non-releasable articles or services.

4.5.4.2. Identification of potential problems, such as starting up closed production lines, diverting items from AF inventory, nonstandard items and non-availability of followon support.

4.5.4.3. Identification of Joint Staff and AF controlled items ("AF" in the Catalog Management Data File issue and fund control column, indicates that the item is AF controlled).

4.5.4.4. Availability of USG personnel -- both those who will be on temporary duty (TDY) travel and those who will be assigned under permanent change of station (PCS).

4.5.4.5. Availability of contract personnel in place of USG employees, civilian and military, for any service overseas.

4.5.4.6. Deviations or waivers required.

4.5.4.7. Interim contractor support (ICS) needs.

4.5.4.8. Source information for commercial and commercially available articles and services. Also identify any articles or services approved by DSCA for contractor preference for DCS.

4.5.4.9. Federal equipment condition code if the equipment is in long supply or excess.

4.5.4.10. Training requirements and costs.

4.5.4.11. Travel requirements and costs. Travel costs must be estimated using Attachment 4 as a guide.

4.5.4.12. Security access requirements for personnel in the program.

4.5.4.13. Site survey team (SST) and system planning team requirements.

4.5.4.14. Generic code, MASL identifier, and major defense equipment (MDE) code. For further information on MASLs and MDE Codes see the following publications: Title 22, Code of Federal Regulations, Parts 120-130, “*International Traffic in Arms Regulations (ITAR)*”; DSCA Handbook 7003; DoD 7000.14-R, *DoD Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures*, Chapter 7; and Appendix 4 of the DoD 5105.38-M.

4.5.4.15. Date through which data is valid.

4.5.4.16. FMS Management Plan. In addition to submitting LOAD, the designated agency must prepare a draft FMS Management Plan (Attachment 2) for all system sales cases and send copies to the CM. **Note:** A Life Cycle Management Plan (LCMP) developed in accordance with overarching DoD and US Air Force (USAF) acquisition guidance and procedures can suffice/satisfy the requirement for an FMS Management Plan.

4.5.4.17. Lines Containing Manpower. AFSAC and AFSAT will provide documentation for lines containing manpower to SAF/IAPX and must receive approval prior to presenting LOA for military department (MILDEP) signature. See Section 4.6. of this manual for documentation guidance for manpower requirements. The Manpower Travel Data Sheet (MTDS)/SAMRS package must be approved prior to Defense Security Cooperation Agency, Operations Directorate, Case Writing Division (DSCA/OPS/CWD) submission.

4.5.4.18. Each LOA document includes an Offer Expiration Date (OED) indicating the last date on which the partner may accept the offer. The OED is normally 85 days from the military department approval (MILAP) milestone in the DSAMS, except for countries that have been approved a longer OED. See DoD 5105.38-M, Chapter 5 for countries that have been approved a longer OED. Short OEDs are used for USG driven requirements. If the partner has less than the normal OED, the implementing agency must include the mandatory short OED LOA note. See DoD 5105.38-M, Chapter 5 for guidelines on short OEDs when the purchaser has less than the standard period to review the LOA.

4.5.4.19. Availability, Period of Performance and lead-times are stated in months with (1) reflecting the month the case was implemented. When determining availability, lead-times such as administrative, procurement or production, must be considered, including start-up time for closed production lines.

#### 4.5.5. Cost Information.

4.5.5.1. LOAD must show all applicable FMS elements of costs. See DoD 7000.14-R, *DoD Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures* for detailed security assistance financial procedures. AFI 65-503, *US Air Force Cost and Planning Factors*, provides escalation rate factors.

4.5.5.2. Basic cost estimates for principal and major items to be procured should come from contractors through the procurement activity.

4.5.5.3. Itemize cost data when it is needed (unit costs include these costs), such as: patent or royalty rights, nonrecurring costs, sales commissions and contingent fees,



provisioning, documentation and effort (PD&E), factors for general economic trends, contract administrative (admin) services (CAS) and contract audit costs, government-furnished services such as packing, crating, handling, and transportation (PCH&T), technical documentation, cost factor for government-provided engineering services, test and evaluation costs, audit of claims costs, and warranty costs.

4.5.5.4. Include other direct costs, such as personnel and travel, if applicable. See Section 4.6 of this manual for detailed information on preparing manpower data.

4.5.5.5. CAS surcharges are applied to LOAs in accordance with Section 21 (h) of the AECA. CAS should not be applied to LOA lines/sublines with a Source of Supply (SoS) code of "S" (stock). CAS must be applied to the base prices of each LOA line/subline with a SoS code of "P" (procurement). CAS must be applied to the base price of each LOA line/subline with a SoS code of "X" (mixed stock/procurement) for the portion expected to come from procurement. CAS does not apply to the portion expected to come from stock. Certain governments are granted waivers of specific CAS elements based on formal reciprocal agreements in accordance with the AECA, Section 21 (h). CAS waivers are case-based and apply to new cases implemented on or after the waiver date. Detailed CAS waiver information can be found in DoD 5105.38-M.

**4.5.6. Aircraft Ferry LOAD Requirements.** If the purchaser requests to have aircraft delivered by the AF, the LOAD must include the following data:

4.5.6.1. Aircraft production or maintenance schedules, desired delivery dates, and the quantity of aircraft.

4.5.6.2. Number of flights needed for delivery.

4.5.6.3. Cost of ferrying aircraft from the manufacturer to the disassembly point for preparation for air shipment.

4.5.6.4. Crew per diem (based on the average number of days required to deliver the aircraft), including average delay times.

4.5.6.5. Transportation from the crew's present duty station or location to point of aircraft pickup in the continental US (CONUS). Return transportation of crew priced at commercial rates from the point of delivery in-country to the crew's present duty station or location. If the duty station is not known at the time of the LOAD study, estimate the price for the return based on a midpoint in the CONUS.

4.5.6.6. Petroleum, oil, and lubricants (POL) costs (POL flying-hour rate for the aircraft times the number of flying hours required for delivery) and en route ground servicing costs.

4.5.6.7. Cost of in-flight refueling based on the full flying-hour rate of the aircraft required for refueling times the number of flying hours required, and pay of the crew and crew per diem.

4.5.6.8. Cost for de-fueling, purging, disassembling, preparing, packaging, and on-loading of aircraft at the disassembly point, and reverse assembly.

4.5.6.9. Estimated cost of the Special Assignment Airlift Mission (SAAM) flights and any support mission.

4.5.6.10. Cost of reassembly of aircraft in country, including transportation, materiel, and flight test.

4.5.6.11. Prorated costs for AF shipping fixtures.

4.5.6.12. Any other costs for the mission, such as spare parts for reassembly, over-flight charges, landing and parking fees, ramp services, etc. These should be identified in the LOAD.

4.5.6.13. Cost of escort aircraft services based on the full flying-hour rate of the escort aircraft times the number of flying hours required.

4.5.6.14. Cost of air rescue service and navigational assistance aircraft, if needed, based on the full flying-hour rate of the aircraft times the number of flying-hours required and pay of the crew, including per diem. These costs are prorated if the assistance aircraft will also be servicing other countries while on the same mission. The basis for reduction is the number of countries served while on the mission, rather than the total number of aircraft delivered on the mission.

4.5.6.15. If DSCA approves surface delivery of aircraft, coverage and notes must be in the LOA. The LOAD study must consider the following:

4.5.6.15.1. Delivery to port of embarkation or preparation facility point of USG acceptance or storage.

4.5.6.15.2. Preparation for shipment.

4.5.6.15.3. Cocooning or crating.

4.5.6.15.4. Porthandling costs.

4.5.6.15.5. Types of surface transportation.

4.5.6.15.6. Destination port handling.

4.5.6.15.7. Uncocooning or uncrating.

4.5.6.15.8. Reassembly.

4.5.6.15.9. Transportation to airfield.

4.5.6.15.10. Functional check flight (FCF).

4.5.6.15.11. FCF support.

4.5.6.15.12. Caretaker, if needed.

4.5.6.16. The purchaser may take responsibility for "destination port handling" through "transportation to airfield." If the purchaser asks for a FCF by an AF crew, a caretaker is mandatory.

**4.5.7. Inventory Aircraft, Missiles, and Helicopters LOAD Requirements.** DoD 7000.14-R, Volume 15, Chapter 7 contains guidance for pricing articles supplied from the AF inventory. The Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS) computes prices of inventory aircraft, missiles, and helicopters for the AF based on historical cost data and data provided

by the Line Manager using a "Request for Inventory Aircraft, Missiles, and Helicopter Pricing" checklist.

4.5.7.1. The CM is responsible for obtaining LOAD. Aircraft, missile, and helicopter availability are obtained from SAF/IAPD. If availability is based on the items being excess or if a diversion of assets is required under DoD 5105.38-M, Chapter 6, SAF/IAPD must coordinate with the Deputy Chief of Staff/Operations, Plans and Requirements (AF/A5) office.

4.5.7.2. The CM will obtain required information from the owning activity in coordination with the system program director (SPD).

4.5.7.3. SAF/FMBMS will provide historical acquisition value and compute the estimated transfer value for reporting to DSCA and Congress. If the sale is made with cash or repayable credit, the Line Manager must request final pricing from SAF/FMBMS after the items have been transferred. These prices will be used for a final billing to the purchaser.

4.5.7.4. The Air Force Materiel Command (AFMC) is the office of primary responsibility (OPR) for inventory engine pricing, and the air logistics center (ALC) engine managers are the OPRs for inventory engine availability. Engine managers provide the estimated price to AFMC for coordination and approval, before submitting it to the AFSAC Line Manager. The AFSAC Line Manager must ensure that the engine manager's estimated price has been coordinated and approved with AFMC before submitting it to the CM. AFMC will ensure the estimated engine pricing has been performed as specified in DoD 7000.14-R, Volume 15, Chapter 7, and reflects adjustment for age or condition.

**4.5.8. Federal Contract Research Center (FCRC) LOAD Requirements.** SAF/IA must provide the following information (required when LOAD is developed) to SAF/AQ on a casebycase basis when FCRCs are being considered:

4.5.8.1. A brief description of the program and the proposed FCRC involvement.

4.5.8.2. A statement indicating the estimated totals of FCRC manpower, time, and dollars required to support the program and the source of the funds.

4.5.8.3. Whether or not the FCRC is a directed source. Discuss the availability of other contractors, their technical qualifications, expertise, and timing considerations.

4.5.8.4. Private sector reactions to the proposed FCRC involvement.

4.5.8.5. The impact of the proposed FCRC FMS effort on the FCRC support to DoD programs (including the impact on the FCRC ceiling).

**4.5.9. COMSEC LOAD Requirements.**

4.5.9.1. Requests for LOAD for Communications Security (COMSEC) items are sent to AFSAC for tasking. See National COMSEC Instruction (NACSI) 6001, *FMS of Communications Security and Services to Foreign Governments and International Organizations*, Annex A for further detail. Tasking usually is directed to Electronic Systems Center, Cryptologic Systems Group (ESC/CPSG) for defense articles and to AFSAT for training. The latest procedures for the release and approval to offer

COMSEC equipment and embedded cryptographic modules are in DoD 5105.38-M, Chapters 3 and 4.

4.5.9.2. Classified articles are transported by the Defense Transportation System (DTS), Defense Courier Service or registered and certified mail. Applicable transportation cost must be identified for appropriate accessorial charges. Controlled cryptographic items (CCI) must be transported by NSA-approved method. LOAD will identify whether or not each article and service is classified, CCI, or unclassified.

4.5.9.3. When possible, the transfer of articles should be made at the purchaser's embassy, mission in CONUS, or designated COSMEC account in CONUS. The embassy, mission, or other location must have adequate and proper COMSEC storage and an established COMSEC account. Classified items may also be shipped to freight forwarders who have been cleared to receive classified shipments. Delivery instructions will be coordinated with the purchaser and detailed in the LOA note.

4.5.9.4. Use of Air Post Office (APO) or Fleet Post Office (FPO) mail and State Department (DoS) pouch services is not permitted. Exceptions will be approved by DSCA on a casebycase basis. Defense Courier Services are only available to Status of Forces Agreement (SOFA) countries or international partners.

4.5.9.5. When an article must be obtained from an agency outside the AF, that agency should be requested to furnish the LOAD through appropriate agency channels (Electronic Systems Center's Cryptologic Systems Group (ESC/CPSG)) as a separate line item.

4.5.9.6. The LOAD must state whether or not each article or service has been approved for release to the purchaser. Instructions must be included for submitting orders or requisitions for blanket order lines.

#### **4.5.10. Reviewing LOAD.**

4.5.10.1. Organizations preparing LOAD will establish an internal review process. LOAD must be fully coordinated prior to replying to the tasking.

4.5.10.2. The SAPM should not change prices or schedules provided by a Line Manager without first coordinating with the appropriate Line Manager. If differences remain, the SAPM should forward the disagreement to the CM for resolution.

4.5.10.3. Before preparing the LOA, the CM should discuss the accuracy and completeness of data with the SAPM or Line Manager as appropriate. The CM should not change prices or schedules provided by the SAPM without notifying the SAPM/Line Manager.

#### **4.5.11. Classified Materiel on LOA.**

4.5.11.1. When classified materiel is reflected on LOA documents, classified items must be broken down by description of the materiel and quantity on a defined order line. A line item using a MASL for services cannot include materiel unless the materiel being provided is incidental to the provision of the service. Classified materiel, including publications, cannot be included within a services line and must be broken out on a separate defined order line with the description and quantity. Classified publications should not be embedded into a mixed (classified and unclassified) publications line.

## **4.6. Preparing Manpower Data.**

### **4.6.1. General.**

4.6.1.1. AF military and civilian personnel including members of the Air National Guard (ANG) provide program management and defense services in support of FMS cases. Security assistance manpower requirements compete with AF and DoD programs during the budgeting and programming process and are accommodated within the approved AF budget and applicable end-strength ceilings. As such, the use of military resources is subject to the same military end-strength ceiling governing other AF programs. In instances when military resources are not available due to AF military end-strength ceilings, FMS manpower requests should consider civilian or contractor alternatives or identify appropriate military offsets by Program Element Code (PEC).

4.6.1.2. Section 42(f) of AECA requires contractor personnel to be used to the maximum extent possible to perform defense services in foreign countries. Additionally, AF guidance requires contractor personnel to be used to the maximum extent possible to perform non-inherently governmental FMS work in CONUS.

4.6.1.3. An AF function performed by military or DoD civilian employees may not be converted to contractor manpower, in whole or in part, unless the conversion is based on the results of a public-private competition that formally compares the cost of performance of the function of AF civilian employees with the cost of performance by a contractor. There are two exceptions to this rule.

4.6.1.3.1. The component competitive sourcing official determines that certain activities are inherently governmental and not suitable for performance by a private provider.

4.6.1.3.2. There is a mission-related reason to bring work in-house or where statutes allow the commander to determine if performance by appropriated fund (APF) or non-appropriated fund (NAF) employees is more beneficial to the government.

### **4.6.2. Determining General Manpower Requirements and Funding Sources.**

4.6.2.1. Manpower resources are managed by a cooperative process involving SAF/IAPX and the MAJCOM Servicing Manpower office. During the development of an LOA the CCM, in conjunction with the SAPM, may determine if execution of the case requires dedicated manpower resources. The processes used to determine security assistance manpower requirements are the same as those for the AF (see AFI 38-201, *Determining Manpower Requirements*). Exceptions will be made only when the workload required for the partner is not governed by AF manpower standards. All defined manpower requirements must be documented by the development of a manpower requirements package (MRP) that lists each manpower position, TDY, and personnel support cost (PSC) requirement.

4.6.2.1.1. Manpower Requirements Package (MRP). The MRP documents and justifies all case and administrative (admin) funded AF and contractor manpower necessary to execute an FMS case. The MRP is made up of the case-funded MTDS, admin-funded MTDS, and an explanation of manpower requirements. The MRP is essential in defining the workload and determining the requirements needed to

support the FMS case. The MRP is necessary for any dedicated allocations, FMS case or administrative surcharge.

4.6.2.1.2. Manpower Travel and Data Sheet (MTDS). The MTDS documents all manpower, travel, and Personnel Support Costs (PSC) associated with any LOA line containing manpower. There are two types of MTDS: (1) case-funded requirements and (2) admin-funded requirements. The case-funded MTDS is a DSCA requirement that seeks to clearly define and summarize the total manpower, travel and PSC required to execute an FMS case. The admin-funded MTDS is an internal Air Force document and should not be provided to DSCA as part of the LOA document package; and is not to be provided to customer. The MTDS' provide a standard reporting practice among MILDEPs. Upon approval of the MRP, the MTDS should be updated with the SAF/IA Approval Number prior to submitting to DSCA.

4.6.2.2. All undefined manpower services lines must be documented by the development of a stand-alone line entry on an MTDS. If an LOA has both defined and undefined manpower lines, all manpower lines will be listed on the same MTDS as a whole manpower requirements package without omitting any manpower services lines for the applicable MAJCOM.

4.6.2.3. Whenever feasible, a standardized model should be used to build an MRP in the Security Assistance Manpower Requirements System (SAMRS). A lengthy manpower justification is not required when these models are used, because they have been pre-approved by SAF/IA and DSCA.

4.6.2.3.1. To access SAMRS, send a request for an account to [SAMRS.Admin@Pentagon.AF.mil](mailto:SAMRS.Admin@Pentagon.AF.mil). After an account is created, log into the AF Portal, and copy and paste <https://www.my.af.mil/samrs> in the Internet browser window.

4.6.2.4. Historical data (evaluation of current normal and past workload) may be used to validate new manpower requirements. In addition, any anticipated non-routine, non-standard, and one-time annual workload should be measured, validated, and appropriate manpower resources must be programmed to offset such workload.

4.6.2.5. All case-specific pre-LOR and case development work must be documented with an MRP (Attachment 4). If a Pre-LOR effort has exceeded or expect to exceed a funding threshold, a member of the security assistance community must provide the appropriate SAF/IA Country Director with the best estimate on Pre-LOR efforts.

4.6.2.5.1. All case-specific manpower requirements for the pre- LOR and case development efforts are funded IAW the DoD 5105.38-M, Chapter 5, Table C5.T6, *Case-Related Manpower Functions and Funding Source*. The applicable manpower funding matrix rows are 1 through 11 for all case types. If the cost incurred, or expected to be incurred, exceeds 0.25 man-year or \$25,000, the FMS admin budget will receive a refund from the resulting case. If no case results, no refund will be issued. These thresholds do not apply to the row numbers 6, 9, and 10. In addition, a funding requirement from \$25,000 to \$250,000 requires approval from SAF/IA. Any amount over \$250,000 requires approval from Assistant SAF/IA.

4.6.2.6. FMS manpower requirements must be categorized based on the duties and the level of service performed. The categories determine the funding source. Category definitions are as follows:

4.6.2.6.1. Category 1 (Case-Funded): Those efforts over and above the Standard Level of Service (SLS) that are specific to a partner or program (either partner or USAF directed), involve unique or specific request from a foreign partner, a non-standard process, additional business requirements (i.e., more than normal requirement for reviews and reports), or involving non-standard systems (i.e., modifications, obsolete equipment, items outside USAF channels). **Note:** for non-standard systems, not all manpower will be above SLS; it is recognized there is a component of SLS provided (includes civilian pay/benefits, TDY, Contractors, PSC).

4.6.2.6.2. Category 2 (FMS Admin-Funded, SLS Case Specific): Acquisition, sustainment, and training support and services provided using normal US practices and procedures that can be tied to a specific case(s)' FMS admin-funded MTDS. See DoD 5105.38-M, Chapter 5, Table C5.T6 (matrix includes civilian pay/benefits, TDY, Contractors, PSC) for further reference.

4.6.2.6.3. Category 3 (Non-Case Specific, Infrastructure): Includes FMS admin-funded efforts for case execution, case closure, centralized case support, contracting, and legal support services that are not tied to a specific case. It also includes FMS administrative resources required by an organization to sustain business operations including, pre-LOR, pre-LOA, case development, workforce development, general administration, headquarters functions, and information technology support.

4.6.2.7. On cases accepted on or after 1 August 2006, any manpower services that go above and beyond the SLS will be included on a well-defined "Other Services" line, using PEC A2002I. The case-funded justification will be provided with the LOA line item note that is a tailored description which must include details describing exactly what services/activities these line items will provide and the length of time they will be performed.

4.6.2.7.1. On cases accepted on or after 1 August 2006, the administrative surcharge is 3.8% for all lines. Any changes to existing lines with a 2.5% surcharge that have an increase in the scope (quantity, dollar value or Period of Performance) require a new line to be established.

4.6.2.8. For cases implemented prior to 1 August 2006, a case funded position may have a PEC of A2002A for Program Management Line (PML). PMLs may not be used on a new case and may not be extended. PMLs on an existing case may be executed in its present scope and remain on those cases/lines until the case/line is closed. Adjustments may be made to existing PMLs via LOA Modification or Amendment as long as these adjustments are within the current scope of the PML – no adjustments will be made to increase the scope of these line items. Any new requirement (scope change) on a previous PML will be documented using a new "Other Services" line.

4.6.2.9. Any embedded manpower line on the LOA with a defined or undefined manpower requirement on a materiel or an equipment line will be documented using the

funding requirement specific to the manpower portion(s) only. This includes any case-related TDY requirement.

4.6.2.10. If manpower services performed are indistinguishable from the materiel or equipment on the line, the entire line value should be documented on the MTDS.

4.6.2.10.1. The MTDS pricing data should match the RP069 Document Pricing Calculations report in DSAMS. For example, the RP069's primary category code (PCC) of 07, TDY pricing data, should match the MTDS Part B Travel cost data whether it is a basic or an amended LOA. All PCC pricing in the RP069 must match the MTDS Parts A, B, and C.

4.6.2.10.1.1. For any revised component price of an amended LOA line in the RP069, an additional PCC entry will be made, unless it is a price decrease. For example, the RP069 for Amendment 2 extending manpower services will show two PCC entries of 01 for Civilian Personnel Services.

4.6.2.10.2. Any manpower salary associated with a travel requirement must be separated out and listed under the MTDS Part A. The broken out data must be listed in RP069 using the applicable cost data for USG travel requirements. Any contractor travel requirement is included with the applicable contract cost. The MTDS approval can be delayed, if any cost data do not match. The reimbursable salaries associated with a travel requirement under Part B of the MTDS must be separated out for both organic and contractor travelers and listed under Part A Personnel. Only the TDY expenses should be listed under Part B. If the salaries can be broken out by organic and contractor categories, they must be listed separately under Part A. If not, the salaries must be listed together using one line under Part A. If the manpower detail is known, each individual traveler's salary must be listed individually.

4.6.2.11. FMS manpower requirements can be funded by either admin surcharge or direct case-related money. Guidelines for determining the correct source of funds are outlined in the DoD 5105.38-M, Chapter 5, Table C5.T6.

4.6.2.12. Standard Level of Service (SLS). SLS represents the level of service necessary to write, implement, manage, execute and close FMS cases. These services should be funded with administrative surcharge funds. DoD 5105.38-M, Chapter 5, Table C5.T6 provides guidance on what requirements fall within SLS. The table also identifies services that are above the SLS. Those services are funded by the FMS case. Requirements that are funded by admin surcharge should not be included and/or priced in the LOA above the line pricing. The implementing agency may determine that additional USG program management services, beyond those covered in the "Standard Level of Service," are necessary for successful program implementation and execution. Other Services lines (formally Program Management Lines) are used to cover the costs of system or program management efforts the AF must undertake to successfully deliver the article purchased by the partner. Other Services lines may also cover costs for non-routine administrative management services as identified in DoD 5105.38-M, Chapter 5, Table C5.T6. An example of such service is Systems Integration or Configuration Management.



- 4.6.2.12.1. For all MRPs with SLS defined manpower requirements, a revalidation MRP-MTDS must be submitted when the International Program Directive (IPD) is issued on an accepted LOA. An approved revalidation MTDS is given the status of “Revalidation Complete” in SAMRS and can be used to substantiate a MAJCOM’s SLS funding requirements.
- 4.6.2.12.2. The MRP case ID must match the DSAMS LOA ID, except for the MRP Modifications (Mods). An MRP Mod applies to the version of the MRP associated with an LOA.
- 4.6.2.13. Manpower to support special services at the request of the partner should be included on a services or technical assistance line as appropriate. Pre-LOA efforts should be captured as an administrative SLS or direct case-related service, as defined by DoD 5105.38-M, Chapter 5, Table C5.T6.
- 4.6.2.14. Positions performing workload in support of International Military Education and Training (IMET) are funded with Congressionally-approved Foreign Military Financing (FMF). IMET is not funded with FMS funds.
- 4.6.2.15. Military positions can be funded with repayable FMF credits. Section 503(a) of the Foreign Assistance Act (FAA) of 1961, as Amended prohibits a reimbursement of military position salaries from non-repayable FMF cases.
- 4.6.2.16. Approval of manpower requirements uses estimated civilian grades to determine the cost to the case. The servicing civilian personnel office will determine the actual or allocated grade of a position during the classification process.
- 4.6.2.17. If a best estimated case-funded civilian grade requirement is not implemented, for reasons such as local hiring conditions or organic manpower non-availability, an MRP modification must be submitted for SAF/IA approval to document any change to the requirement (i.e., GS-12 to a contractor). If the position changes from civilian to a contractor and results in a manpower line price increase, an LOA Modification must be submitted as a price change. If sufficient funds do not exist, a case amendment must be developed for the partner’s acceptance to add more funds to the case as a price change.
- 4.6.2.18. When determining FMS manpower requirements, first use AFMAN 38-255, *Air Force Management Engineering Program*, which is the AF guidance that determines manpower standards, or any other applicable published manpower study which provides the overarching guidance for manpower requirements.
- 4.6.2.19. When an applicable Air Force Manpower Standard (AFMS) does not exist, historical records from SAMRS will be the primary method used to determine FMS manpower, travel, and PSC requirements; use of other USAF approved manpower estimation methods and techniques is optional, and it is up to each MAJCOM Servicing Manpower office to provide further guidance as necessary.

#### 4.6.3. **Rated Manpower Requirements.**

- 4.6.3.1. A minimum of one-year lead-time is required for rated (military) positions. This one-year period commences on approval of the requirements by Air Force Deputy Chief of Staff/ Operations, Plans & Requirements, Operational Training (AF/A3O-AT). **Note:**

AF-rated manpower requirements may be included in the LOA only after AF/A3O-AT approval.

4.6.3.2. After receipt of an LOR for rated manpower requirements, the CM will prepare and forward a manpower package addressing requirements to the appropriate SAF/IA Country Director. The package will include the following items:

4.6.3.2.1. A copy of the LOR.

4.6.3.2.2. Background information as outlined in the Security Assistance Rated Officer Requirement Analysis Checklist (Attachment 5).

4.6.3.2.3. Manpower summary for TAFT/ETSS (Attachment 6).

4.6.3.2.4. DSCA LOA Manpower and Travel Data Sheet (Attachment 4).

4.6.3.2.5. AF Form 480, *Aircrew AFSC/Active Flying Justification*, for each rated position

4.6.3.3. The Country Director will:

4.6.3.3.1. Review the justification.

4.6.3.3.2. Process request for new or extended AF-related manpower positions through applicable channels, via AF/A3O-AT for approval.

4.6.3.3.3. Include an impact assessment and supporting documentation in the package.

4.6.3.3.4. Include the Security Assistance Rated Officer Requirement Analysis Checklist as a supporting document.

4.6.3.3.5. Include SAF/IAPX (Manpower Section) in the coordination process.

4.6.4. **Non-Rated Manpower Requirements.** All requirements stated in paragraph 4.6.2. apply. For SAF/IA, allow a minimum lead-time of 3 days for non-rated manpower requirements.

4.6.4.1. After receipt of an LOR indicating manpower requirements AFSAT will prepare an MTDS (Attachment 4) and forward it to the AETC Manpower and Organization Division. On conclusion of the AETC approval process, the package will be forwarded to SAF/IAPX for final approval and allocation. AFSAT will notify the AETC Manpower and Organization Division and SAF/IAPX using SAMRS IPD issues notification e-mail when the FMS case has been accepted and the initial deposit has been processed by DFAS-IN/JAX. The package will include the following items:

4.6.4.1.1. A copy of the LOR.

4.6.4.1.2. Manpower summary for TAFT/ETSS (Attachment 6).

4.6.4.1.3. DSCA LOA Manpower and Travel Data Sheet (Attachment 4).

4.6.4.1.4. Any other non-rated manpower requirements from AETC or another MAJCOM will be handled on a case by case basis in concert with a SAF/IAPX manpower validator.

#### **4.6.5. Manpower Requirements Package (MRP).**

4.6.5.1. The functional OPR (SAPM/CCM/Line Manager) and the local manpower office will jointly develop the MRP IAW Attachment 4 using the SAMRS.

4.6.5.1.1. SAMRS is the automated System of Record (SOR) for AF MRPs.

4.6.5.1.2. All FMS manpower requirements, military, in-house organic, and contractors, will be submitted for review and approval in SAMRS. Manpower in support of specific FMS programs is provided on FMS cases – either on applicable services lines or included directly in the price of materiel and/or services lines.

4.6.5.2. The SAPM/CCM will validate and consolidate multiple inputs from the individual work centers, within the same command, into the MRP before forwarding to the MAJCOM Servicing Manpower Office. For a case with manpower requirements from two or more MAJCOMs, the MAJCOM that provides predominant products or services on a case will act as the lead MAJCOM. The lead MAJCOM will request the other participating MAJCOMs to submit an MRP in SAMRS. AETC is the lead MAJCOM for all “T” (training) cases.

4.6.5.3. SAF/IAPX will approve both lead and associated MAJCOMs MRP-MTDS and issue a manpower allocation memorandum to respective commands. This is to facilitate accountability and tracking of multi-MAJCOM case manpower positions and to reduce the likelihood of associated MAJCOM omitting required documentation for follow-on amendments, revisions, and modifications affecting manpower. It is incumbent on the associated MAJCOM to stay informed on any changes requiring manpower documentation through tracking the status of multi-MAJCOM cases. The lead MAJCOM CCM will provide any required information to associated MAJCOM, if requested by the associated MAJCOM.

4.6.5.4. All LOA lines, equipment or services that include undefined (blanket order) lines containing manpower requirements must have a period of performance for the manpower. They also must be documented on an MTDS unless specifically exempted by DSCA or SAF/IA.

4.6.5.5. SAF/IAPX approval is required for all applicable MRP-MTDS prior to case submission to DSCA/OPS/CWD.

#### **4.6.6. Manpower and Travel Data Sheet (MTDS).**

4.6.6.1. The MTDS is a DSCA mandated document (Attachment 4). When an MRP is created in the SAMRS, an MTDS is automatically created as part of the MRP package.

4.6.6.2. An MTDS is required for an LOA line containing case-funded manpower (USG or contractor), travel or personnel support costs (e.g., equipment, IT support, phone service, supplies and materials) or manpower services. An MTDS must accompany all LOAs that require case-funded manpower, case-funded travel, or case-funded PSC. Counter-signature may be delayed if the MTDS is not included in the LOA package submitted to DSCA.

4.6.6.3. The MTDS is required for all basic LOAs, Amendments and Modifications with change in cost for active lines or period of performance increases. The MTDS should reflect the exact costs on the LOA line. For all other LOA lines that have manpower, any

differences between the MTDS and LOA lines should be detailed in Part E of the MTDS. A restatement MTDS is accomplished to accommodate LOA changes after initial SAF/IAPX approval, but prior to the case being offered to country. An example would be a replacement of organic manpower with a contractor or vice versa within same skill area. If a previously approved MTDS must be corrected line by line or to delete/add line(s), a modification MRP is accomplished. For either a modified or restated MRP, a modification template is used in SAMRS.

4.6.6.4. Off-line version is also used when the International Support Branch (AFSAC/IARS) case management needs SAF/IAPX approval code to proceed with LOA manpower line documentation when SAMRS is not available. When the automated SAMRS MRP and MTDS are accomplished, pre-approved manual MTDS will be discarded, but SAF/IAPX will retain a record of such approval using an MTDS Approval log.

4.6.6.5. If manpower changes result in changes in the scope of manpower lines, an MRP-MTDS amendment will be completed. An amendment MRP-MTDS always identifies a change in partner requirements. If such a change in scope requires additional funds request from the partner, then an LOA Amendment with associated MRP-MTDS must be completed for DSCA approval and partner acceptance.

4.6.6.6. Updated MTDS in Attachment 4 adds a column to identify exactly what type of case-funded support is provided on a case by manpower funding source matrix row number. The matrix requires “incremental” costing for certain activities that exceed the “Standard Level of Service.” This will help ensure partners pay only for additional requirements – and not for services covered by FMS admin surcharge.

4.6.6.7. Admin surcharge position requests are submitted following the standard MRP submission procedure using SAMRS for any full-time FMS admin position requirement. If an in-house organic admin position requirement is less than one man-year, it will be treated as a full-time admin position, i.e., 5.5 man-years in a fiscal year will require 6 full-time manpower authorizations if no sharable manpower positions exists. An administrative manpower position may be shared with any current or future fractional manpower requirements.

#### **4.6.7. Manpower Data for Technical Assistance Field Teams (TAFT) and Extended Training Services Specialist (ETSS) Cases.**

4.6.7.1. TAFT and ETSS manpower performs technical services or specialized training either requested by the partner or deemed necessary to support a major system sale.

4.6.7.2. AFSAT manages the ETSS program via applicable FMS cases/lines. AFSAT managers coordinate with SAF/IA Country Directors on all new or extended ETSS positions to ensure proper visibility and staffing of ETSS high interest issues (e.g., rated manpower resources).

4.6.7.3. SAF/IA Country Directors are also responsible for ensuring Case/Line Managers for their countries are fully aware of current AF-rated manpower constraints (e.g., to include any existing Chief of Staff of the AF (CSAF) approved agreements concerning international requirements/allocations).

4.6.7.3.1. An example is AFSAT-managed ETSS personnel requests.

4.6.7.4. Country Directors and CM will also ensure that international partners requesting/requiring AF-rated manpower via FMS cases understand constraints prior to LOR submission. Alternatives (e.g., contractor support) to AF-manpower should be fully considered.

4.6.7.5. SAF/IA Country Directors are responsible for processing requests for new or extended Air Force-rated manpower positions (e.g., ETSS) through SAF/IAPX. SAF/IAPX will review requests and coordinate with AF/A3O-AT to ensure requests comply with existing rated manpower agreements/constraints.

4.6.7.6. AFSAT ETSS Case/Line Managers have the primary responsibility for monitoring training programs to ensure that they do not exceed established expiration dates. AFSAT Case/Line Managers should communicate with SCOs/ETSS teams as well as the applicable SAF/IA Country Director to identify or correct program problems and/or solicit required Letters of Request early, before they cause ETSS teams to exceed the program expiration date.

#### **4.6.8. Manpower Data for LOA Amendment, Modification, or Cancellation.**

4.6.8.1. An MTDS is required for Amendments that change the scope (increase or decrease of lines involving manpower), as well as for Modifications that increase the value of lines involving manpower. The MTDS for lines that do not change value, do not change PoP, or decrease in value but change scope must reflect the total personnel, travel, and support costs for lines that include manpower; not just the differences between the previous and revised amount. For lines with added new requirements, only what has changed should be documented on the MTDS. For Amendments, this applies to all lines being revised, whether an increase or decrease in scope. For Modifications, this applies only to lines being revised due to price increases. Any exception to the MTDS policy should be IAW DoD 5105.38-M, Chapter 9.

#### **4.6.9. FMS Admin Funded Manpower Requirements.**

4.6.9.1. MAJCOMs will review and analyze the execution of FMS admin funds to determine if out-of-cycle requirements can be funded within their budget. If funding is available but additional manpower authorizations are not, the MAJCOMs will submit an out-of-cycle request to SAF/IAPX. This request must include a statement of funding availability and why manpower could not be realigned (e.g., difference in actual lapse rate versus projected lapse rate; difference in actual case funds reimbursement versus projected). Requests for additional admin surcharge-funded manpower must be processed IAW established policies and procedures in SAMRS.

#### **4.6.10. Annual DSCA Arms Export Control Act (AECA) FMS Manpower Report.**

4.6.10.1. Annually, each MAJCOM and any applicable SAF/IA divisions will submit to SAF/IAPX the number of assigned personnel performing full-time case-funded and full-time admin-funded civilian FMS duties. Each reporting MAJCOM and work center will provide an explanation for any change or deviation in manpower assigned from the previous year's reported numbers. SAF/IAPX will compile, verify, and forward this data

to DSCA to meet the annual Congressional reporting requirement on manpower in accordance with, Section 25(a)(6) of the AECA.

4.6.10.2. This report will be provided to SAF/IAPX NLT 1 December of each year using FQ4 data of immediately preceding fiscal year. SAF/IA will provide any deviation from this procedure in writing as necessary.

**4.6.11. Security Assistance Manpower Program “Oversight. ”**

4.6.11.1. SAF/IAPX FMS manpower guidance oversight role extends beyond SAMRS guidance implementation, to include pre-LOR case development, case execution, and case closure involving manpower service lines.

4.6.11.2. MAJCOMs will establish and maintain any administrative requirements and guidance to ensure compliance in managing FMS manpower resources. At a minimum, each MAJCOM and SAF/IAPX will conduct an annual review of FMS manpower programs during the annual AECA/FMS manpower data call.

4.6.11.3. A copy of the automated MRP-MTDS will be available to SAF/IAPX via SAMRS and manual MTDS by e-mail.

4.6.11.4. SAF/IAPX will be the lead agent for all matters related to SAMRS development, system updates, and training of SAMRS users and administrators.

4.6.11.5. SAF/IAPX will define expectations of FMS Manpower Management Reports to meet any routine or urgent mission requirements.

4.6.11.6. Problem/Issue Resolution. SAF/IA will provide general or specific guidance to resolve all discrepancies found in MAJCOM implementation of security assistance guidance. Severe guidance-related infractions could result in a formal audit.

4.6.11.7. SAF/IA will conduct assistance visits (SAV) to provide guidance, assistance and gain further insight into guidance implementation status at the MAJCOMs.

**4.6.12. Special Interest Case Teaming.**

4.6.12.1. Administering “special interest” cases is based on the key assumption that SAF/IA-MAJCOM teaming approach is necessary to successfully develop and implement “special interest” cases.

4.6.12.2. SAF/IAPX (Security Assistance Manpower Policy Analyst) is responsible for forming a “Special Interest” Case Manpower Steering Committee (as deemed appropriate) to ensure a SAF/IA-MAJCOM team-oriented approach to case manpower development/staffing to include any unique guidance concerns pertinent to the case manpower. Key teaming/action goals will include:

4.6.12.2.1. Establishing a common “special interest” context associated with the FMS case to include an understanding of the:

4.6.12.2.1.1. Political-military significance/context for the FMS case and proper composition of manpower, i.e., organic, contractor, or foreign direct hire, and skills.

4.6.12.2.1.2. Relevant USG/DoD/USAF goals and associated issues/concerns to include any manpower usage constraints relevant to AF and DoD manpower

policies.

4.6.12.2.1.3. Known partner expectations/concerns on special manpower requests and/or any special approach to funding case manpower requirements.

4.6.12.2.1.4. Identify any concern or constraint (e.g., policy/legal) bearing on manpower utilization and case-unique manpower requirement issues, especially when manpower would appear to be used contrary to partner's preference or as approved by SAF/IAPX or DSCA. This is not only a partner-service issue but also holds significance in identifying any relevant guidance misalignment across the AF.

4.6.12.2.1.5. Ensuring common understanding of the requirements of the partner's LOR as stated is essential for an accurate determination of case manpower requirements. Among other things, this can include preliminary data collection using a Site Survey, or a logistics support conference. Getting the applicable Country Director, CCM, SAF/IA, AFSAC Business Operations Office (AFSAC/XPO), SAPM, and the program offices involved from the initial stages of a case development should assist this effort.

4.6.12.2.1.6. Reviewing specific requirements and outlining the steps for clarifying the LOR (if required) on manpower support or service issues on a potential case. This could include timely resolution of manpower requirements issues, ensuring case development stays on track with adequate guidance oversight, and implementing any lessons learned from similar cases.

4.6.12.3. Key Teaming relationships and communication channels may include:

4.6.12.3.1. SAF/IA Country Director keeps SAF/IAPX, MAJCOM FMS Servicing Manpower Office, AFSAC CCM, and AFSAC/XPO informed of "special manpower interest" guidance/issues.

4.6.12.3.2. SAF/IAPX provides manpower policy expertise to the relevant stakeholders on any MRP on proactive mode as much as possible and maintains a quick reactive capability as required.

4.6.12.3.3. MAJCOM manpower offices, ACC, AFMC, AFSPC, AFSAT, AFSAC/XPO, AFSAC CCM, SAF/IA Country Directors, and SAF/IAPX support one another to ensure each office is regularly and thoroughly apprised of routine manpower issues and status of special interest cases, especially on key sensitive, time-critical, and high-visibility MRPs.

4.6.12.4. MAJCOM will establish primary and alternate manpower points of contact (POCs) to support any last minute change to the MTDS before going final for DSCA's approval and partner acceptance.

#### **4.6.13. SAPM/CCM Responsibilities.**

4.6.13.1. Review and validate manpower requirements submitted by other organizations (e.g., all requirements are included, workload is adequately described and justified, and the manpower period of performance is sufficient to meet program requirements). Ensure MRP-MTDS is submitted when such documents are required to support an FMS case, Amendment, or Modification.

4.6.13.2. Ensure the MRP reflects the manpower requirements needed to support the workload as stated in the LOA; justify the necessity for military authorizations or the need for in-country “blue suit” presence, in accordance with AFI 38-204, *Programming USAF Manpower*; and reflect all dedicated and shared authorizations. Identify and coordinate military offsets when military resources are not available.

4.6.13.3. Reconcile proposed manpower requirements with actual program requirements among the Line Managers.

4.6.13.4. Finalize the MRP, obtain coordination from all affected organizations’ servicing manpower offices, and electronically sign and date the MRP.

4.6.13.5. Notify the relevant MAJCOM Servicing Manpower office and SAF/IAPX by email when the FMS case has been accepted and the initial deposit has been processed by DFAS-IN/JAX, using SAMRS automated e-mail sender. If SAMRS is off-line, a manual IPD should be e-mailed to the respective offices.

#### **4.6.14. Servicing Manpower Office Responsibilities.**

4.6.14.1. Provide manpower guidance to supported organizations.

4.6.14.2. Assist in determining manpower requirements, capturing essential manpower requirement data and validating supporting documentation in accordance with existing manpower policies and procedures.

4.6.14.3. Reconcile proposed requirements with actual program requirements.

4.6.14.4. Review and approve all routine and special interest MRPs prior to submitting associated MTDS and LOA to MAJCOM.

4.6.14.5. Monitor, track, and properly code security assistance manpower authorizations through the Manpower and Personnel Execution System (MPES).

#### **4.6.15. MAJCOM Responsibilities.**

4.6.15.1. Formulate and execute FMS manpower policies in support of the higher headquarters FMS manpower policies and instructions, to include ensuring proper organizational alignment and support personnel staffing and training to oversee and execute FMS case manpower efficiently and effectively.

4.6.15.2. Request a policy waiver from SAF/IAPX and DSCA through the applicable SAF/IA Country Director as the situation warrants it.

4.6.15.3. Monitor and provide feedback to higher headquarters on current policies and areas for improvement of security assistance manpower policies and procedures.

4.6.15.4. Validate security assistance manpower requirements in support of FMS workload. This will be accomplished each time a requirement is established or changed.

4.6.15.5. Ensure that essential military criteria are applied when validating security assistance manpower requirements. Advise requesting organizations to consider alternatives (civilian vs. contractor) or identify offsets when AF end-strength ceilings restrict the use of military resources.



4.6.15.6. Review and approve all routine and special interest MRPs prior to submitting associated MTDS and LOA to DSCA for signature with a copy provided to SAF/IAPX.

4.6.15.7. Monitor security assistance manpower authorizations through the Manpower and Personnel Execution System (MPES).

4.6.15.8. Ensure compliance with and provide feedback on AF and SAF/IA manpower guidance and instructions.

4.6.15.9. Issue an IPD when the partner deposits funds in the DFAS partner account against a case before executing a manpower line. Allocate MAJCOM FMS manpower as approved in the MRP-MTDS.

4.6.15.10. Assume primary responsibility for MAJCOM's admin-funded and direct case-funded manpower support issues and concerns.

4.6.15.11. Ensure all formal correspondence with SAF/IA reflects the MAJCOM-coordinated position by implementing a vertical chain of review on all issues before forwarding them to a SAF/IA POC. This is to promote an operating environment where issues are resolved at the lowest echelon possible before elevating, and to ensure each MAJCOM's internal policies are followed.

#### **4.6.16. SAF/IA Responsibilities.**

4.6.16.1. Coordinate with Air Force Directorate of Manpower, Personnel and Services, Manpower and Organization Division (AF/A1M) and other staff functions to ensure manpower resources for security assistance are programmed as approved by the AF Corporate Structure in the budget call per MAJCOM and SAF/IA submissions.

4.6.16.2. Obtain approval from AF/A3OT for rated officer positions in support of FMS requirements (Attachment 5).

4.6.16.3. Review MTDS and approve manpower requirements submitted in support of AF-written LOAs, including shared manpower requirements and admin surcharge funded requirements to ensure adequate funding is available.

4.6.16.4. Write and publish responsibilities, delegation of authority, and workload realignment concept of operations (CONOPS) relating to security assistance guidance and procedures.

4.6.16.5. Serve as the OPR to update this manual and any other AF-wide international affairs and security assistance manuals, supplements, and guides as deemed necessary.

4.6.16.6. Serves as the communications conduit on all matters relating to security assistance between DSCA, other federal agencies, executive departments, and the Department of the AF and MAJCOMs.

#### **4.6.17. DCS/FMS Hybrid Cases.**

4.6.17.1. A hybrid case requires a modified approach to funding any case-specific manpower, travel, and personnel support cost requirements.

4.6.17.2. All case execution and closure activities specific to a DCS case support are 100% direct case-funded. This includes admin SLS, incrementally above and beyond SLS, and entirely above and beyond SLS activities that are funded under the manpower

table row numbers 12 through 27, 29, 31, 33, 35, and 39 in the DoD 5105.38-M, Chapter 5.

4.6.17.3. The FMS business sustainment activities funded under the row numbers 28, 30, 32, 34, 37, 38, and 39 are normally admin-SLS funded, but for a hybrid case support, they are fully direct-case fundable. Normally, these activities are inseparable from the manpower positions funded under paragraph 4.6.18.2 for their direct support to a hybrid case. SAF/IAPX will evaluate any exception to this guidance on a case by case basis.

4.6.17.4. All direct-case funded manpower and travel requirements on a DCS/FMS Hybrid case are justified using the phrase “DCS/FMS Hybrid case is above and beyond the SLS.” The justification should not just state what is case-fundable, but must be specific as to why and how they are above and beyond SLS. However, if a SAMRS Committee/DSCA-approved FMS manpower model is used, a concise description should be used in lieu of a lengthy justification:

4.6.17.4.1. Example: “The F-16 Sustainment Program manpower model at Hill AFB, UT is to manage the program complexity of a Republic of Bandaria DCS/FMS Hybrid case requiring multiple work centers to incorporate partner-unique avionics components.”

#### **4.7. Releasing Draft LOA Documents.**

4.7.1. Draft documents may be provided to the partner upon request, provided the coordination has been reviewed by the policy office and any required congressional notifications have been completed. Only DSAMS-produced draft response documents will be provided to the partner.

4.7.2. If requested, a "draft" copy of an LOA can be provided to the partner at any point in the LOA process, as long as it is marked as a "draft," and that it is not a formal offer and cannot be accepted as written. If however, the LOA requires CN, then a draft can only be provided to the partner after the notification is submitted to Congress and the transmittal number is received.

#### **4.8. Processing Requests for Excess Defense Articles (EDA).**

##### **4.8.1. General.**

4.8.1.1. The term Excess Defense Article (EDA) is defined as “the quantity of defense articles owned by the USG which is in excess of the Approved Force Acquisition Objective (AFAO) and Approved Force Retention Stock inventory of all DoD components.” (DoD 5105.38-M, Chapter 11). Each military department (MILDEP) is responsible for ensuring EDA items are also excess to other MILDEPs, Defense Agencies, Reserve Components, and National Guard before being proposed for transfer to foreign countries or international partners.

4.8.1.2. The AF generally offers only significant military equipment (SME) articles to approved foreign countries as EDA. All other AF EDA lesser items are turned in to the Defense Logistics Agency (DLA) Disposition Services (see paragraph 4.8.8.).

4.8.1.3. EDA is offered at reduced cost or no cost to eligible foreign recipients on an “as is, where is” basis. EDA is priced as a percentage of original acquisition value depending on age and condition in accordance with DoD 7000.14-R, Volume 15, Chapter 7.

4.8.1.4. Each transfer of EDA requires a determination by DSCA that the transfer will not adversely impact the US technology and industrial base, and will not reduce the opportunities of US industry to sell new or used items to the proposed EDA recipient partner.

4.8.1.5. All grant EDA items transferred by ocean carriers must follow US cargo preference requirements (Cargo Preference Act of 1954, as Amended). Recipient countries must use US flag vessels unless a non-availability waiver has been issued by the Maritime Administration (MARAD). MARAD will assist in monitoring these statutes. Cargo preference requirements must be considered when drafting LOAs.

4.8.1.6. The purchaser is responsible for the cost of repair, removal from storage, preparation for flight, movement and delivery, and any other expense associated with preparing the EDA for movement. The recipient partner normally bears all packing, crating, handling, and transportation (PCH&T) costs associated with the transfer of EDA items. The LOA must state these conditions in separate line items. See DoD 5105.38-M, Chapter 10 for exceptions to this guidance.

4.8.1.7. Prohibited items from EDA Grant/Sales.

4.8.1.7.1. Construction Equipment. Section 644(g) of the FAA prohibits the transfer of construction equipment (tractors, scrapers, loaders, graders, bulldozers, dump trucks, generators, and compressors) as EDA.

4.8.1.7.2. Firefighting Equipment. Firefighting equipment (pumpers, fuel and water tankers, crash trucks, utility vans, rescue trucks, ambulances, hook and ladder units, and other miscellaneous firefighting equipment) can be transferred only if the President declares an emergency or if no other federal agency, state government, person or entity eligible to receive the items under the Federal Property and Administrative Services Act of 1949 submits a request for these items to the DLA Disposition Services, who perform the appropriate screening.

4.8.1.8. Blanket order EDA cases and/or lines may be established only for non-SME consisting of spare parts and components, clothing, basic field and office equipment, supplies, furniture or other non-SME items as approved by DSCA. Blanket order cases and/or lines for PCH&T may also be written in conjunction with EDA transfers of similar, non-SME items when the purchaser requests these services.

4.8.1.8.1. AF EDA generally is limited to SME. Therefore, blanket order LOAs are not applicable for AF EDA sales.

4.8.2. **EDA Grants.** Congress approves the list of countries authorized to receive grant EDA. However, eligibility does not guarantee that all EDA offers will be made on a grant basis. Priority is given to the following countries:

4.8.2.1. NATO countries on the southern and southeastern flank of NATO and to non-NATO allies on the southern and southeastern flank of NATO.

4.8.2.2. Second priority is given to countries eligible for assistance authorized by the NATO Participation Act of 1994.

4.8.3. **EDA Grant Process.** All FMS eligible countries may purchase EDA.

4.8.3.1. Authority to grant EDA items is governed by Section 516 of the FAA. The annual Congressional Presentation for Foreign Operations is the primary means for justifying EDA grant eligibility. However, eligibility does not guarantee that all offers of EDA will be made on a grant basis. Each transfer is considered on a case-by-case basis.

4.8.3.1.1. The purposes for which the article(s) is provided to the partner, including whether the article(s) was previously provided to the partner.

4.8.3.1.2. The impact on the US Forces military readiness.

4.8.3.1.3. The impact on the national technology and industrial base and the impact on opportunities of this base to sell new or used equipment to the partner.

4.8.3.1.4. The current value and original acquisition value of the article(s).

4.8.3.1.5. As required, an estimate of PCH&T funds needed for transfer of the articles.

4.8.3.2. Proposed grant EDA transfers require CN prior to offer.

#### **4.8.4. EDA Sales.**

4.8.4.1. Authority to sell EDA items is governed by Section 21 of the AECA. All FMS eligible countries may purchase EDA.

4.8.4.1.1. Proposed EDA sales require, as a minimum, a 15-calendar day CN prior to offer in accordance with the Foreign Operations, Export Financing and Related Programs Appropriations Act. Proposed sales that contain SME or whose original acquisition value is \$7 million or more require a 30-calendar day notification (Section 516(f) of the FAA). Notifications shall include:

4.8.4.1.1.1. The purposes for which the article(s) is provided to the partner, including whether the article(s) was previously provided to the partner.

4.8.4.1.1.2. The impact on the US Forces military readiness.

4.8.4.1.1.3. The impact on the national technology and industrial base and the impact on opportunities of this base to sell new or used equipment to the partner.

4.8.4.1.1.4. The current value and original acquisition value of the article(s).

4.8.4.1.1.5. As required, an estimate of PCH&T funds needed for transfer of the articles to be transferred.

#### **4.8.5. Authorization to Offer.**

4.8.5.1. DSCA will notify SAF/IA to officially offer the EDA items to the proposed partner. DSCA will assign a Record Control Number (RCN) for tracking costs in the DSCA 1000 system.

#### **4.8.6. Processing Requests for SME EDA.**

4.8.6.1. Requests for SME EDA are submitted through the appropriate SAF/IA Country Director to SAF/IAPD.

4.8.6.2. The requestor must provide the national stock numbers (NSNs) of the requested EDA to expedite processing the request.

4.8.6.3. AFSAC will screen the requests to determine the availability of the EDA and provide the following information to the SAF/IA Country Director with an information copy to SAF/IAPD:

- 4.8.6.3.1. Quantity available as EDA and date available.
- 4.8.6.3.2. Quantity requested.
- 4.8.6.3.3. Original acquisition value(s).
- 4.8.6.3.4. Condition code(s).
- 4.8.6.3.5. Current transfer value(s).
- 4.8.6.3.6. Storage costs.
- 4.8.6.3.7. Storage location.
- 4.8.6.3.8. Other costs (e.g., preparation, transportation).
- 4.8.6.3.9. Other impacts or limiting factors (e.g., deadline to move the items, deadline to accept the offer).
- 4.8.6.3.10. The DSAMS case designator (as initiated in DSAMS by AFSAC).

4.8.6.4. The SAF/IA Country Director will issue the initial response to EDA requests within 20 days of receipt of the requests. Responses should state which items are available or not available as EDA. If the requested EDA is not available the response should also indicate, if known, the fiscal year such items might become available.

4.8.6.4.1. If the assets are available, the SAF/IA Country Director will submit the required information within 30 days to DSCA for coordination, approval, and congressional notification prior to an official offer to the partner.

4.8.6.4.2. If the requests exceed available assets, SAF/IAPD will submit a proposed allocation plan to DSCA. DSCA will convene an EDA Coordinating Committee meeting. This Committee, co-chaired by DSCA and the DoS, with representatives from the Department of Commerce (DoC) and DoD regional and functional policy offices recommends the allocation of EDA to potential recipients. Meeting of the Committee is only required when requests from countries exceed available assets.

4.8.6.5. The AF cannot offer or commit EDA to a recipient partner before the CN has been completed. The SAF/IA Country Director will prepare the data for CN on all EDA cases and submit it to DSCA even if the excess articles are being provided without cost (grant EDA). On completion of CN, the SAF/IA Country Director will inform the AFSAC EDA focal point, who will take appropriate action.

4.8.6.6. EDA LOAs.

4.8.6.6.1. Within 60 days of receiving approval to offer the EDA from DSCA, an LOA should be submitted for an EDA sale, or an LOA for PCH&T costs associated with a grant transfer. The LOA should provide a “drop dead” date by which the items must be accepted or moved. LOAs are not used to provide EDA on a grant basis. For grant EDA there will usually be an associated LOA for the PCH&T costs. The LOA may also include additional equipment, services, and training in order to provide a

total package. If no associated LOA is required for a grant EDA transfer, the SAF/IA Country Director will ensure that the partner representative completes Form DD 250, *Materiel Inspection and Receiving Report* as official documentation of delivery and acceptance of the EDA.

4.8.6.6.2. LOAs for EDA sales. Separate LOAs or LOA line items containing the following information should be initiated for EDA sales:

4.8.6.6.2.1. Source-of-supply code E should appear in column (5) of the LOA for the EDA line(s).

4.8.6.6.2.2. As the last words in the item description field for the EDA items, the LOA must state, "EXCESS DEFENSE ARTICLES. Acquisition value is \$\_\_\_\_\_."

4.8.6.6.2.3. The following LOA NOTE should be added.

4.8.6.6.2.3.1. "LOA NOTE #\_\_\_ EXCESS DEFENSE ARTICLES". "Equipment in line items \_\_\_\_\_ is offered in "as is, where is" condition and may not meet serviceability standards normally prescribed by the US military for sale to security assistance purchasers. Items may be missing basic issue items and accessories; may be in excess of hour/mileage standards; and may not have applicable publications/records. Acceptance of this Letter of Offer and Acceptance (LOA) does not imply or commit the USG to accept separate requests for rehabilitative services, supply of shortages, future supportability, or training. These services will be provided only if available within the resources of the US military at the time a request is made by the purchaser and at the purchaser's expense. Standard Form 364 cannot be submitted against the equipment in line items \_\_\_\_."

4.8.6.6.3. LOAs Associated with Grant EDA.

4.8.6.6.4. LOAs are not used to transfer Grant EDA; however, there can be an associated LOA for the transfer of PCH&T costs. Such services, defined as above-the-line charges, are based on the item acquisition value in accordance with the DoD 7000.14-R, Chapter 7. These LOAs may also include additional equipment and services (e.g., refurbishment, publications, training) to provide a total package approach. Since the EDA items do not appear as an LOA line, the following note and attachment should be added to the LOA.

4.8.6.6.5. "LOA NOTE #\_\_\_ EDA PCH&T COST". "This LOA provides funds for packing, crating, handling, and transportation (PCH&T) of the equipment listed in Attachment 1, which is being provided on a grant basis under the Foreign Assistance Act of 1961, Section 516. Attachment 1 equipment is offered in "as is, where is" condition and may not meet serviceability standards normally prescribed by the US military for sale to security assistance purchasers. Items may be missing basic issue items and accessories; may be in excess of hour/mileage standards; and may not have applicable publications/records. Acceptance of this Letter of Offer and Acceptance (LOA) does not imply or commit the USG to accept separate requests for rehabilitative services, supply of shortages, future supportability, or training. These services will be provided only if available within the resources of the US military at

the time a request is made by the purchaser and at the purchaser's expense. Any Standard Form 364 submitted against this LOA is limited to services provided under the case and cannot be submitted against the materiel listed on Attachment 1."

4.8.6.6.6. Attachment 1 to the LOA must contain the following EDA information:

4.8.6.6.6.1. Item/Nomenclature.

4.8.6.6.6.2. Quantity.

4.8.6.6.6.3. Acquisition Cost.

4.8.6.6.6.4. Current Value.

4.8.6.6.6.5. Location.

4.8.6.6.7. If a grant EDA does not have an associated LOA, then the implementing agency is required to complete a Materiel Inspection and Receiving Report (DD 250 or equivalent) as official documentation of delivery.

4.8.6.6.8. LOA Note for Storage Charges. If storage charges are included, they must be clearly stated in an LOA note (see example below):

4.8.6.6.8.1. "LOA NOTE #\_\_\_ STORAGE CHARGES". "If the Government of \_\_\_\_\_ does not arrange to remove the materiel at Attachment 1 within 60 days after implementation of the LOA, a storage charge will be determined by applying 1.5 percent annually (.125 percent monthly) against the original acquisition value of the materiel. Storage charges will commence with the materiel release order date. These costs will be recouped by adding a storage line to this LOA via modification."

4.8.7. **Joint Visual Inspection (JVI).** Recipient countries are encouraged to perform a JVI of the EDA materiel condition before accepting it. Except for DLA Disposition Services items, JVIs will not occur prior to transfer approval unless DSCA/P3-PPD has granted an exception. A blanket exception is granted for DLA Disposition Services items, due to the nature of the DLA Disposition Services disposal procedures, which allow for physical screening of the items.

4.8.8. **DLA Disposition Services Transfers.** Matches of partner needs and MILDEP-held excesses are usually limited to SME items, therefore, other AF EDA, including secondary items, are transferred to DLA Disposition Services when they become excess. DLA Disposition Services -held EDA are listed on the DLA web page <https://www.drms.dla.mil/> and a computerized inventory searching service is provided to provide information on all stock-numbered items in the DLA Disposition Services inventory. To purchase items through DLA Disposition Services, interested parties should establish an FMS case with DLA. This can be done on-line via an email ([FMS@drms.dla.mil](mailto:FMS@drms.dla.mil)) or by sending an LOR to DRMS/FMS, Battle Creek, MI. DLA will provide instructions on requisitioning procedures once the partner has established the DLA Disposition Services /FMS case.

#### **4.9. Returning Repairable Articles Under the FMS Repair Program.**

4.9.1. AFMAN 23-110, Volume 9 contains procedures for FMS materiel returned for repair or replacement.

#### 4.10. Sole-Source Requests.

4.10.1. Partners may request that a specific contractor source be designated to provide specific articles and services. The request must be made in writing and include the contractor's name, specific items and services, the basis and adequate justification for the sole-source requirement, and should preferably cite the applicable DoD 5105.38-M, Chapter 6, paragraphs C6.3.4 through C6.3.5 provisions. Sole-source requests must accompany the LOR. **Note:** USG personnel may not solicit sole-source requests from potential countries. Once a partner decides to submit a sole-source request, USG representatives must remain objective in providing options to the partner and cannot recommend one contractor over another.

4.10.2. All sole source-approving authorities, SAF/IA, AFSAC and AETC/IA, must ensure potential sole source contractors and vendors undergo a vetting process in order to ensure the partner's choice can successfully meet the requirements for their respective security assistance programs. The responsible organization for processing FMS cases with sole source requests will obtain assessments from the procurement sources that address potential risks associated with application/integration and obsolescence issues. A written request from the partner is required to continue processing the sole source. If there are significant performance issues, the responsible organization will develop a sole source denial package and forward to SAF/IAPX for processing.

4.10.3. A partner's sole-source request that has an electronic signature or that is transmitted via e-mail, fax, or form letter may be accepted as valid. Partners are encouraged to utilize letterhead stationary to transmit sole source requests. CCMs are responsible for ensuring that the partner's requesting official has authority to request sole-source items or services.

4.10.4. Any information or supporting documentation must be provided with the request. An FMS case will be initialized in DSAMS prior to submitting the request for approval. The case identifier must be annotated in the request. If the request contains incomplete data elements or insufficient justification, the USG representative (SAF/IA Country Director, CCM, SCO) should return the request to the partner for resubmission

4.10.4.1. The CM, CCM and SAPM must ensure that the purchaser is aware of the need to have sustainment cases in place to avoid lapses in AF support.

4.10.5. **SCO responsibilities.** To the maximum extent possible, the SCO will review the sole-source requests, advise the partner about needed changes, and subsequently forward the request with any necessary comments or recommendations to the appropriate CCM.

4.10.6. **LOA Processing Activity Responsibilities.** Upon receipt of a sole-source request from a purchaser, the CCM will accomplish the following:

4.10.6.1. Review the request against the criteria in DoD 5105.38-M, Chapter 6, Paragraph C6.3.4 through C6.3.5.

4.10.6.2. Obtain risk information from the Program Manager related to the complexity of the acquisition (not the perceived capabilities of a specific contractor), if risk has been identified, forward the information to the partner along with advice that associated increased costs and lead-times may result with sole source and that competitive procurement is recommended. A written request from the partner (to include



acknowledgement that the USG does not vouch for or guarantee the performance of a requested contractor and that the partner bears all risk of cost increases or schedule extensions) is required to continue processing the sole source.

4.10.6.3. Obtain contractor performance/delivery information from the Contractor Performance Assessment Reporting System (CPARS) and an assessment from the procurement source regarding the contractor's past performance and ability to deliver on schedule. If there are significant performance issues, then staffing for a DSCA sole source denial should proceed, with further processing to be placed on hold pending DSCA decision.

4.10.6.4. Prepare a cover letter that endorses the purchaser's request and send the request package through appropriate channels for coordination if the request meets criteria in DoD 5105.38-M and it is not stopped due to application of paragraph 4.11.6.2 or paragraph 4.11.6.3.

4.10.6.5. Return the request to the purchaser if the request does not meet the criteria in DoD 5105.38-M or it was stopped due to application of paragraph 4.11.6.2 or paragraph 4.11.6.3.

**4.10.7. Approval Authority.** AFSAC/CC or AFSAC/CV; or AFSAC/CA (in the absence of both AFSAC/CC and AFSAC/CV) is the approval authority for all FMS purchasers' sole-source requests written and managed by AFSAC. AETC/IA is the approval authority for all FMS cases written and managed by AFSAT. This authority may not be further delegated, unless otherwise approved in writing by SAF/ IA.

4.10.7.1. When a request is determined to be militarily or politically sensitive, forward to SAF/IAPX for review and approval.

**4.10.8. Disapprovals.** All proposed recommendations for disapproval of FMS sole-source purchaser requests must be processed to SAF/IAPX for review, recommendation of approval, return, or disapproval. SAF/IAPX will coordinate all formal sole-source disapprovals with DSCA per DoD 5105.38-M, Chapter 6, Paragraph C6.3.4, subparagraph C6.3.4.4.

#### **4.11. Coordination and distribution of FMS cases.**

4.11.1. Attachment 4 lists mandatory coordination requirements for all LOAs and Leases. LOAs and Leases must undergo guidance and financial reviews prior to MILDEP signature. Legal review occurs at the final completion of the LOA at DSCA/OPS/CWD. These reviews determine the adequacy of the document under existing laws and regulations, including the AECA, DoD directives, Standard Terms and Conditions, and the Federal Acquisition Regulation (FAR). Further, they consider pricing, nonrecurring cost recoupment charges, etc., as well as possible impacts to administrative funding requirements due to increased workload.

4.11.2. Attachment 8 lists the minimum coordination required for security assistance documents.

#### **4.12. Changes to FMS Cases.**

4.12.1. **Pen-and-Ink Changes.** Once a case is written and coordinated by the Air Force and has been countersigned by DSCA, it is in "offered" status. Pen-and-ink changes may be made to offered LOAs and LOA Amendments in accordance with DoD 5105.38-M.

4.12.1.1. Pen-and-ink changes are not permitted on LOA Modification documents.

4.12.1.2. Pen-and-ink changes must be minor in nature and must be completed on or before the OED. If the required changes are not minor in nature, the case should be "restated." The preamble will clearly identify that the document is a restated version, to include which document was superseded, and the specific changes included.

4.12.1.3. Pen-and-ink changes must be distributed using the LOA distribution list.

4.12.1.4. Pen-and-ink changes will be kept to a minimum. Minor changes may include insignificant technical corrections such as a small arithmetic change, which does not increase the total value. Minor changes may include administrative changes such as an address correction, OED extensions/reinstatements, initial deposit or payment schedule adjustment, or minor changes to wording.

4.12.1.5. Unauthorized pen and ink changes. When an LOA is signed by the purchaser and returned to the implementing agency with unauthorized pen and ink changes, it is processed as a counteroffer. The LOA should be restated and reoffered, or cancelled and a new LOA prepared.

4.12.2. Prior to finalizing the LOA, the CCM and CM will ensure SAPM has reviewed the final LOA, particularly the payment plan. The CCM usually will send the final LOA to the appropriate SCO/ODC and partner representative. SAF/IA will provide the LOA to the partner for significant LORs or when requested.

4.12.3. **Reinstatements of Offer.** There may be times when major changes need to be made to a document after it has been countersigned and offered to the purchaser. If the purchaser wants to retain the existing designator (instead of canceling the offer and issuing a new case), the offered case may be restated. Restatements can be made as long as: the document is in "offered" status, the purchaser has not yet signed the case, the OED has not yet expired, and all changes are consistent with FMS policies and procedures. Restated documents must be coordinated and countersigned using the same procedures as the original case. Restated documents must clearly state that they are restated and supersede the previously offered version.

4.12.3.1. Extensions to the OED must be requested and granted prior to the OED, or the offer will terminate. If the OED has passed, but the purchaser desires to accept, the case may be reinstated if the following conditions are met.

4.12.3.1.1. There is insufficient time to prepare a new LOA.

4.12.3.1.2. The pricing data are still valid.

4.12.3.1.3. The extension granted on a reinstatement is for immediate signature, but may be for as long as the pricing data will be valid. Other changes, if minor in nature, may be accomplished at the time the case is reinstated.

4.12.3.2. A reinstatement may be accomplished using a pen-and-ink change as outlined in paragraph 4.12.1.

4.12.4. **Amendments and Modifications.** Once the purchaser has signed the LOA, the case is in "accepted" status. After DFAS-IN/JAX receives the required initial deposit, the case will be in "implemented" status. Pen-and-ink changes are not authorized for accepted or

implemented documents. After the document has been accepted and implemented, changes can only be made by preparing an Amendment or Modification (described in the next chapter).

#### **4.13. Standard Security Assistance Files.**

4.13.1. CMs must maintain standard files within their areas of responsibility in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) in <https://www.my.af.mil/gcss-af61a/afirms/afirms/cfm>.

## Chapter 5

### FMS CASE PERFORMANCE

#### 5.1. Case Acceptance.

5.1.1. A Letter of Offer and Acceptance (LOA) or an LOA for an Amendment cannot be implemented until all of the following conditions are met:

5.1.1.1. An authorized representative of the partner signs the document on or before the expiration date and completes the information at the bottom of the first page of the LOA. This includes the Mark for Code, Freight Forwarder Code, partner's Procuring Agency Code and Name and Address of the partner's paying office.

5.1.1.2. If the terms of the LOA state "Cash with Acceptance" or "Initial Deposit," a check is deposited with the Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX), or a wire transfer is made to the United States Government (USG). If the partner's funds are on deposit at DFAS-IN/JAX (a trust fund account), these funds may be used in place of a check or a wire transfer, if written authority is attached to the accepted offer or sent to DFAS-IN/JAX before the expiration date.

5.1.1.3. The Defense Security Cooperation Agency (DSCA) Comptroller receives notice of acceptance within 10 calendar days of the LOA expiration date.

5.1.1.4. DFAS-IN/JAX and the issuing Air Force (AF) agency each receive one signed copy of the LOA before expiration.

5.1.1.5. Written authority is provided, as directed by the LOA, if option lines are included on the LOA.

5.1.1.6. There are no partner conditions or counter offers to the acceptance.

#### 5.2. Case Implementation.

5.2.1. The AF will implement security assistance programs in the same manner as other AF programs as much as possible. Certain functions, however, are not inherent in Department of Defense (DoD) and AF programs, such as support of foreign policy, direct dealings with foreign representatives, training of personnel using English as a second language, and the placement of United States (US) assets into foreign-controlled and operated environments. These differences must be recognized, and standard AF practices modified when required.

5.2.2. Case Implementation occurs after country acceptance (signature) and receipt of the required initial deposit. The FMS case must be implemented in all applicable data systems (e.g., Defense Security Assistance Management System (DSAMS), Defense Integrated Financial System (DIFS), and the Case Management Control System (CMCS)) before case execution begins.

##### 5.2.3. International Program Directive (IPD).

5.2.3.1. The Case Manager (CM) is responsible for issuing an IPD directing the applicable AF Command or agency to implement one or more line items of an FMS case. The IPD should be sent to the implementing agency within five workdays of case

implementation. The implementing agency may, in turn, delegate line management responsibility by internal written direction.

5.2.3.2. Implementing agencies must not take implementing action (e.g., delivering articles, performing in-house services, or contracting for an article or service) until the IPD is received and the obligation authority (OA) is approved. If OA is not yet approved when the IPD is issued, the CM will notify the Line Managers when OA is approved and lines may be implemented.

5.2.3.3. If the CM makes changes to the LOA data (LOAD) submitted by implementing activities, the IPD will specifically identify these changes. All pen-and-ink changes and restatements to the LOA must be attached to the IPD. An IPD cannot exceed the scope of the LOA, and all acquisition action must be within the scope of the IPD.

5.2.3.4. IPDs identify all lines that include non-recurring cost recoupment charges (NRC).

5.2.3.5. Line Managers must provide IPD information regarding NRCs to the accounting activities responsible for monitoring these charges.

5.2.3.6. The CM can control the release of the OA by limiting the total amount of funds available on a line item of the LOA. The withholding of the OA will only be used on an exception basis (usually with the concurrence of the Security Assistance Program Manager (SAPM) and the Line Manager) and must be identified in the IPD. The IPD may also require the Line Manager to report commitments at a percentage level (e.g., 80 percent or 90 percent).

5.2.3.7. The implementing agency must tell the partner when an FMS case has been received for implementation, and must provide the address at which it may be contacted for routine matters or for technical information.

5.2.4. **IPD Amendments.** IPD amendments implement all changes to LOAs (modifications and amendments) and other security assistance documents. IPD amendments may also provide internal instructions not contained in a formal modification or amendment.

### 5.3. Management Reviews.

5.3.1. Every effort will be made to plan, coordinate, and conduct AF-sponsored foreign military sales (FMS) reviews in an efficient, responsive manner that conserves both AF and partner resources.

5.3.2. AF offices of primary responsibility (OPRs) for planning and chairing AF-sponsored FMS reviews should use common sense to adhere to the following general guidelines, while also accommodating partner FMS review expectations or requests:

5.3.2.1. Determine that each review has a defined objective and a desirable outcome before the review is scheduled.

5.3.2.2. Reduce the number of reviews to the extent possible.

5.3.2.3. Limit the number of USG attendees at FMS reviews to the extent possible, while ensuring that the reviews themselves are conducted in an effective and efficient manner.

5.3.2.4. Ensure that each USG attendee at FMS reviews has a distinct and active role, is fully prepared and knowledgeable, and is empowered to make decisions.

5.3.2.5. Subscribe to the FMS review funding guidelines.

5.3.2.6. Standardize preparation and follow-on requirements.

#### 5.4. Amendments and Modifications.

5.4.1. Once an LOA has been implemented, Amendments and Modifications are used to document program changes during the life of the case. These changes may include price changes, schedule adjustments, scope changes, shifting funds, source of supply adjustments, etc. An Amendment is necessary when a change requires partner acceptance. The scope of the case is a key issue to consider in deciding whether to prepare an Amendment, Modification or a new LOA. A scope change takes place when the original purpose of a case line or note changes. This may be reflected through either an increase or decrease in dollar value, quantity, or lead-time. Major increases in scope normally require the preparation of a new LOA vice an Amendment or Modification. DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, Chapter 6 provides examples of scope changes that may be done using a Modification or Amendment.

5.4.2. Requests for adjustments are prepared by Line Managers in the implementing command and sent through the SAPM to the CM. Requests for changes must be sent using the format in Figure 5-1. Note: Line items and dollar values provided are for sample purposes only.

**Figure 5.1. Sample LOA Amendment/Modification Change Request**

<u>Line Item</u>	<u>Current Availability/ Source of Supply</u>	<u>Revised Availability/ Source of Supply</u>	<u>Current Line Value</u>	<u>Cost Change</u>	<u>Revised Cost</u>
003	P(24)	No Change	\$55,000	+\$1,000	\$56,000
005	P(12)	X(12)	\$ 2,000	-\$ 326	\$ 1,674
007	P(12)	P(15)	\$ 1,000	No Change	\$ 1,000

5.4.3. The name, office symbol, and telephone number of the Line Manager and the Financial Manager providing the cost adjustment verification to the Line Manager, and the source documents for the funding adjustment must be listed.

5.4.4. The CM will not process the request without all of the above information. After the information has been furnished, the CM shows all changes (availability, source of supply, cost changes, etc.) on an LOA Amendment or Modification. Any proposed cost changes that would reduce the LOA line item value below the OA, obligations, commitments, expenditures, or deliveries in the Case Management Control System (CMCS) are referred to the Line Manager for resolution.

#### 5.5. Procurement from Sources Outside the US (Offshore Procurement).

5.5.1. When the USG-contracting officer procures from an offshore source, the articles must be moved to the continental US (CONUS) freight forwarder or partner representative as

shown by the Freight Forwarder Code in the LOA. As an exception to guidance, the partner may authorize:

5.5.1.1. A freight forwarder, authorized to do business in the country where the offshore contractor is located, to arrange transportation from the offshore contractor's facility to the partner.

5.5.1.2. A representative to arrange transportation from the offshore contractor's facility to the partner.

5.5.1.3. The freight forwarder/implementing agency to amend the current DSP-94 to decrease the exportable value of the case by the acquisition price of the off-shore procurements.

5.5.2. The Line Manager will notify the partner of articles to be procured offshore by the contract award date. The Line Manager's notice must state that the articles will be moved to the CONUS freight forwarder, unless the partner requests delivery of the articles at the offshore contractor's facility. The partner's request must be made within 20 calendar days of the offshore procurement notification date.

5.5.3. Section 42(c) of the Arms Export Control Act (AECA), specifies restrictions on offshore procurement if credit or grant funding is used.

## **5.6. Insurance for FMS Materiel.**

5.6.1. Partners who require insurance should obtain coverage from a commercial source; however, if this is not possible, a request may be initiated to the appropriate Command Country Manager (CCM) for coverage to be included in the LOA at the partner's expense.

5.6.1.1. The request must state why the partner cannot obtain insurance from a commercial source and must designate the AF as the partner's agent. This allows the AF to obtain insurance quotes and to purchase insurance coverage. The request should identify the articles or services to be insured and the coverage needed.

5.6.2. Insurance is entered on the LOA as a separate line item. LOAs that include insurance coverage must specify in the line item description the lines covered.

## **5.7. Required Availability Date (RAD).**

5.7.1. The required availability date (RAD) is the number of months from the date of case implementation, that the requested item will be available for release to the partner. It is used to help the AF meet delivery commitments to the partner for system activation. It also gives dates for the support of end-items of AF origin.

5.7.2. On defined-order cases, place the RAD on AF-generated requisitions in routing positions (RP) 63 and 64. It does not apply to requisitions made under blanket order cases (e.g., "K", "R", and "E" cases), or blanket order lines on "N", "Q" or "S" cases. AFMAN 23-110, *USAF Supply Manual*, Volumes 1, 3, and 9 contain details for RAD control.

5.7.3. When an RAD cannot be met, the partner must be informed of the new estimated delivery date. The notice is provided in a Military Standard Requisitioning and Issue Procedures (MILSTRIP) status transaction.

## **5.8. Not-Mission-Capable Supply (NMCS) and Other Priority Requests.**

5.8.1. Priority requirements for spares are filled from blanket order cases (“K” or “R”), or blanket order lines on “N”, “Q”, or “S” cases. NMCS requirements for spares are sent by priority requisition, based on force activity designator (FAD) and urgency-of-need designator (UND), for the exact quantity. A partner may need an item already on requisition and may not want to buy an alternate item. In this case, the priority of the item or requisition may be upgraded and identified as NMCS. The partner's records are updated by status reports provided automatically from the AF supply system.

5.8.2. Priority requirements for cartridge-activated devices and propellant-actuated devices (CAD/PAD) are filled using “C” cases, or a “C” type line on a “Q” or “S” case. If the item is a priority and not on the “C” case and additional funds have not been provided for emergencies, the case may be amended to add the emergency need. A partner may order urgently-needed CAD/PAD items by sending a message to the Air Force Security Assistance Center (AFSAC), stating the exact quantity needed to meet the NMCS condition. The message must also include the item description, aircraft serial number, and the accepted “C” case for delivery and billing.

5.8.3. Partners should submit a new NMCS requisition with an UND “A” and a Required Delivery Date (RDD) “NAA”, if the existing requisition is in BZ/BV status (which cannot be changed with a modification). If the current requisition is in “BB” status then send a MILSTRIP cancellation (AC\_) for the non-NMCS quantity and also send a requisition modifier (AM\_) to change the UND to “A” and the RDD to “NAA”. The partner should follow-up with a telecom/email to the Supply Source when these actions are implemented. If the requisition is for a “ship-to” designation that is not coded in the MAPAD, then a new “Exception Data Requisition” must be entered with the “clear-text” address to eliminate delays and misrouting of the materiel.

## **5.9. Partner Follow-up Actions.**

5.9.1. The partner uses MILSTRIP for follow-up actions on an item-by-item basis (see AFMAN 23-110). Administrative actions may be sent by message or letter. The partner may also register for access to Security Assistance Management Information System (SAMIS), AFSAC On-Line and the DSCA Security Cooperation Information Portal (SCIP) to facilitate entering new requisitions, cancellations, and modifications on existing requisitions.

## **5.10. FMS Supply Discrepancy Reports (SDRs).**

5.10.1. The DoD requires a high level of quality control on FMS shipments and documentation. The AF must give prompt attention to a partner's questions and make every effort to find a fair solution. Active programs are maintained for funding, analyzing, and ending discrepancies. Joint Service publication AFJMAN 23-215, *Reporting of Supply Discrepancies* outlines DoD policy and procedures for processing SDRs against security assistance shipments. Supplementation is permitted. AFMAN 23-110, Volume 9 contains AF policy and procedures for SDRs.

5.10.2. **Partner Responsibilities.** When receiving FMS articles, partners should:



5.10.2.1. Instruct their freight forwarders to ensure that supporting AF documentation is included in the shipment to the incountry address.

5.10.2.2. Carefully inspect materiel against shipping documentation and due in records.

5.10.2.3. Pay special attention to partial and consolidated shipments.

5.10.3. **SDRs.** Standard Form (SF) 364, *Report of Discrepancy* is used to report deficiencies or other discrepancies in shipping, packaging, services, billings, and product quality relating to security assistance shipments. All SF 364s and substantiating documentation must be forwarded to the SDR Division (AFSAC/IARGB) within the timeframes established in the LOA. SF 364 is the source for financial adjustments to the partner for approved SDRs.

5.10.3.1. AFSAC responsibilities with regard to SDRs. AFSAC performs the following tasks relating to the processing of SDRs:

5.10.3.1.1. Approves SDRs less than \$50,000.00 to be settled with FMS administrative (admin) funds.

5.10.3.1.2. Controls each SDR.

5.10.3.1.3. Sends the SDR to the proper agency for causative research.

5.10.3.1.4. Verifies credit or debit determinations made by AF activities.

5.10.3.1.5. Makes sure credits or debits are made to the correct FMS case.

5.10.3.1.6. Obtains Air Force Materiel Command (AFMC) legal opinion prior to forwarding SDR to the Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX).

5.10.3.1.7. Advises DFAS-IN/JAX of the authorized credit for final adjustment to the partner's holding account, if an SDR is approved after the case is closed.

5.10.3.1.8. Maintains SDR records by partner, international organization, agency category, and dollar value.

5.10.3.1.9. Makes recommendations for improving SDR processing procedures and supply operations.

5.10.3.1.10. Submits management evaluation reports required by AFJMAN 23-215 to SAF/IAPX.

5.10.3.2. Billing or financial discrepancies. Billing errors include those where materiel is received as ordered (and with proper accompanying documentation), but billings per individual shipment are incorrectly reflected, omitted, or duplicated in either the security assistance delivery listing or billing statement. Financial discrepancies include those where an incorrect admin or below-the-line accessorial charge appears on the partner's billing statement.

5.10.3.3. Damaged or improperly packaged shipment. Damaged or improperly packaged shipments include shipments that are received in a damaged condition because of improper preservation, packing, marking, unitization, handling, transportation, or storage.

5.10.3.4. Unserviceable items. Unserviceable items are defective, reparable, or incomplete items shipped in a condition unfit for immediate use. These items may be restored to serviceable condition by repair, rework, overhaul, or by the addition of components. Claims for reimbursement must include a copy of the approved SDR authorizing the repairs. The AF is not responsible for costs of repairing damaged or unserviceable articles, unless such repairs were approved through an SDR action.

5.10.3.5. Item overages. An overage occurs when the quantity of items received is greater than the quantity ordered or reflected on the shipping document. This does not include requisitioned quantities that are adjusted by the source of supply to conform to standard unit pack or minimum quantities specified by contracts.

5.10.3.6. Item shortages. A shortage occurs when the quantity received is less than the quantity shown on the shipping document. To determine whether a shortage exists (and before submitting the SF 364), the partner should verify that the carrier or freight forwarder did not receive expected materiel.

5.10.3.7. Duplicate shipments. A duplicate shipment occurs when materiel of a certain quantity is shipped and billed under the same document number and in the same quantity as materiel previously sent.

5.10.3.8. Erroneous shipments. An erroneous shipment is either a misdirected shipment or an incorrect item.

5.10.3.8.1. A misdirected shipment is a delivery to a destination other than the consignee on the shipping document.

5.10.3.8.2. An incorrect item may be one received in place of a requisitioned item due to shipper error, and not an intended substitute or interchangeable item. An incorrect item may also be an unauthorized substitute item or a substitute item intentionally sent despite the fact that the requisition prohibited such substitution (advice codes "2B" or "2J").

5.10.3.9. Non-receipt of materiel. If a partner is billed for an item not received and no receipt record can be found, the partner should check with the freight forwarder before submitting the SF 364 to make sure the materiel was not received or is not in transit.

5.10.3.10. Credit for items returned. Credit is given after the shipping activity receives proof of turnin. Credit must be given within 60 days from the date the partner provides evidence of materiel turn-in. To obtain credit for materiel returned to the USG, the partner must provide a copy of the DD Form 13481A, *Issue Release/Receipt Document*, showing a USG representative's signature.

5.10.3.11. Contested SDRs. For reconsideration of a denied SDR, the partner may resubmit a request within 45 days of the date of the first denial. If the partner is unsatisfied with the disapproval of the second SDR, the SDR is considered unresolved or contested. The contested SDR, with any additional documentation, must be received by AFSAC/IARGB within 45 days of the second SDR response date. Contested SDRs with supporting documentation are forwarded to SAF/IAPX for final resolution.

5.10.3.12. SDRs in excess of \$50,000. Resolution of SDRs in excess of \$50,000 to be settled with FMS admin funds must be forwarded to SAF/IAPX for resolution. The following procedures apply:

5.10.3.12.1. AFSAC/IARGB forwards a request to SAF/IAPX recommending the use of FMS admin funds to settle the SDR (in accordance with (IAW) DoD 5105.38-M); only when USG liability is certain.

5.10.3.12.2. SAF/IAPX reviews the SDR and coordinates with the Office of the Air Force General Counsel, International Affairs (SAF/GCI) for an AF legal opinion and Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS) for a financial review. These organizations coordinate to determine USG liability and formulate recommendations.

5.10.3.12.3. SAF/IAPX forwards the AF recommendation to DSCA for final disposition.

5.10.3.12.4. If DSCA approves the claim, SAF/IAPX requests a certificate of disposition be provided before the case is credited and notifies SAF/FMBMS of the pending claim.

5.10.3.12.5. If SAF/GCI or DSCA do not confirm USG liability or deny the use of FMS admin funds, the SDR is returned to AFSAC/IARGB for compliance with the SAF/GCI or DSCA instructions.

5.10.3.13. SDRs are processed only when the estimated value is \$200 or greater regardless of the type of discrepancy. The minimum dollar value of \$200 or greater includes the cost of the item plus any transportation and handling costs.

5.10.3.14. Deficiency report(DR) submission. DRs, as defined in TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution* are only investigated when required by an LOA. The Technical Coordination Program (TCP) and International Engine Management Program (IEMP) are the central points of contact for investigating, analyzing and resolving DRs. Countries not participating in either the TCP or IEMP must file a SDR for resolution.

## **5.11. Notice of Supply and Service Completion (NSSC).**

5.11.1. The closure process of an FMS case begins when all ordered materiel has been physically delivered and services performed, when no orders have been placed against an open blanket order case for 180 days, and when the FMS partner has confirmed that no orders are forthcoming. Closure is then initiated with the NSSC letter. The letter is prepared by the Line Manager, CM, or, when appropriate, the CCM. The letter informs the foreign partner and when applicable, the CM or the CCM, that all deliveries for a given case/line are complete.

5.11.2. If the case/line is for a personnel requirement, the Line Manager must state on the NSSC that personnel will no longer be used to support the case/line. A copy of the NSSC is sent to the major command (MAJCOM) manpower office.

## **5.12. Case Closure.**

5.12.1. Two methods are available to close a case: accelerated case closure (ACC) (for participating partners) and standard case closure (for partners who do not participate in ACC). ACC allows a case to be closed after supply or services completion, even if there are outstanding unliquidated obligations on the case, while non-ACC method requires that all case obligations are supply and financially complete. The partner's preference and the type of case funding determine which method is used. Cases are identified in CMCS as closure type 1 (non-participating), closure type 2 (accelerated, interim closure), and closure type 3 (accelerated, final closure). Cases identified for closure under the accelerated method will receive priority over those to be closed using the standard method. Under the accelerated method, the oldest supply/service complete cases will be closed first. Exceptions to these priorities will be made by DSCA. See DoD 5105.38-M, Chapter 6 for further discussion of case closure.

## **5.13. Case Cancellation.**

5.13.1. **Partner-Requested Case Cancellations.** Partners may request that their FMS cases be cancelled. After a case has been implemented, cancellations are processed as a case closure. The partner is responsible for any termination costs as well as any estimated admin costs associated with the case.

5.13.2. **USG-Requested Case Cancellations.** In accordance with the LOA Standards Terms and Conditions, the USG may cancel a case (or any part of a case) when US national interest requires it. The amount of admin charges assessed against cases cancelled by the USG must be approved by DSCA even if the proposed amount is \$0.

## Chapter 6

### TRANSPORTATION OF SECURITY ASSISTANCE MATERIEL

#### 6.1. Military Assistance Program Address Directory (MAPAD).

6.1.1. DoD Manual 4000.25-8-M, *Military Assistance Program Address Directory (MAPAD) System*, is the directory of clear-text addresses for moving materiel and distributing documents for security assistance programs. Partner representatives are responsible for the clear-text addresses and the address codes required by the Defense Automatic Address System Center (DAASC) for publication in the electronic MAPAD, Sections B and C, and for timely submission of changes. Partner representatives are required to send any changes/updates to the Command Country Manager (CCM). The CCM will review and validate the request then forward to the AFSAC Transportation Office (AFSAC/IARGC) for processing.

6.1.2. The CCM and the partner's representative are responsible for reviewing the partner's MAPAD listing annually. Any obsolete information must be identified to AFSAC/IARGC for deletion or modification.

#### 6.2. Freight Forwarder.

6.2.1. The shipper arranges for the movement of foreign military sales (FMS) articles to the partner's designated location (usually the freight forwarder). The majority of shipments are sourced from "stock-fund" inventories, where the price of the materiel includes the cost of transportation to the partner's freight forwarder or continental United States (CONUS) port of embarkation (POE). Therefore, the stock-fund account pays transportation costs to the freight forwarder or POE. Collect Commercial Bills of Lading (CCBL) may be used for the remaining amount of non-stock funded shipments, provided the requisition reflects delivery term code (DTC) "4." In either instance, the partner is responsible for all transportation costs onward from the freight forwarder or POE. Non-stock funded shipments include non-stock funded items and stock-funded items purchased on a contract that has been funded with FMS funds for direct delivery to the partner's freight forwarder, regardless of DTC.

6.2.2. The Security Assistance Management Information System (SAMIS) provides information on shipments moving through the partner's freight forwarder, based on inputs from the inventory control point, the freight forwarder, and the partner. It tracks reparables being returned to the CONUS as well as items moving to the partner. SAMIS produces status products for management review. To participate in the freight-tracking program, countries and their freight forwarders are responsible for generating the appropriate transactions and transmitting them to SAMIS.

6.2.3. AFSAC/IARGC will perform assistance visits to CONUS-based freight forwarders as allowed by individual partner countries and when the appropriate resourcing is available.

#### 6.3. Offer Release Code (ORC).

6.3.1. The ORC determines how a shipment will be released. It is required for each materiel line item on the Letter of Offer and Acceptance (LOA), and indicates whether DD Form 1348-5, *Notice of Availability/Shipment* should be sent by the shipper before shipping the materiel.

6.3.2. The DD Form 1348-5 is a document by which a United States (US) shipping activity notifies the partner's freight forwarder or partner representative that materiel is ready for shipment. The data to be entered on the DD Form 1348-5 describes the shipment unit and will contain type pack, pieces, weight, cube, security classification, date DD Form 1348-5 is transmitted, national stock number (NSN), and the control number assigned to the shipment. The DD Form 1348-5 will be forwarded to the recipient specified in the MAPAD (for unclassified shipments: Type of Address Code (TAC) "3"; for classified shipments: the partner representative on the front page of the country's MAPAD). For complete instructions on how a DD Form 1348-5 is prepared, refer to DoD Manual 4000.25-1-M, *Military Standard Requisition and Issue Procedures (MILSTRIP) Manual*.

6.3.3. **ORC A.** Materiel with an ORC "A" is released automatically for shipment. If the materiel is classified, sensitive, hazardous, explosive, oversized or requires special handling, then disregard the ORC "A" and send DD Form 1348-5 under the guidelines for ORC "Z."

6.3.4. **ORC Y.** Materiel with an ORC "Y" must be held and a DD Form 1348-5 sent to the TAC "3" address in the MAPAD. The addressee will have 15 calendar days to respond to the notice. If the addressee does not respond within 15 calendar days, then the shipper will automatically release the materiel for shipment.

6.3.5. **ORC X.** Materiel with an ORC "X" must have a corresponding "X" in the Ship-to Code/MILSTRIP record position "47" to identify that the materiel will be moved via the Defense Transportation System (DTS); or there must be a "W" in the Ship-To/MILSTRIP record position "47" to indicate special shipping instructions for this materiel. If special shipping instructions are indicated, the origin shipping office must contact the CCM to determine the correct location to transport the materiel.

6.3.6. **ORC Z.** Classified materiel with an ORC "Z" must be held and a DD Form 1348-5 sent to the partner-designated representative as identified on the front page of the partner's MAPAD. Unclassified materiel with an ORC "Z" must be held and notice sent to the TAC "3" address as listed in the MAPAD. The DD Form 1348-5 recipient has 15 calendar days to respond to the notice. If there is no response, the origin shipper will send a 2<sup>nd</sup>/follow-up notice to the partner representative/TAC "3" addressee. If the recipient does not respond within 15 calendar days, a 3<sup>rd</sup> follow-up will be sent to the partner representative/TAC "3" addressee with copies to the AFSAC/IARGC and the CCM. When an ORC "Z" is assigned to an article being supplied from a Department of Defense (DoD) depot, the partner will incur storage fees if the original DD Form 1348-5 is not responded to in 15 calendar days from the date it was sent. The storage fee is 0.125% of the article cost per month (or portion thereof).

#### **6.4. Delivery Term Code (DTC).**

6.4.1. The DTC identifies the point within the transportation cycle where responsibility for movement passes from the United States Government (USG) to the partner. A numeric code is used for one-way transportation from the source of supply to the partner. An alpha code is used exclusively for FMS repair/return shipments.

6.4.2. Most "spares" are managed within a stock-fund. Because transportation charges are included in the stock-funded item standard price, these shipments are moved prepaid, by the stock-fund, to the partner's freight forwarder or POE. This segment of transportation (from

the source of supply to the freight forwarder or POE) is always prepaid by the stock-fund regardless of what DTC is used in the requisition/transportation control number. Non-stock funded shipments will continue to move on a collect or reimbursable basis in accordance with the DTC. The non-stock funded shipment category includes non-stock funded items and stock-funded items purchased on a contract funded with FMS case funds.

6.4.3. LOA lines that include DTC “7” must use the LOA note issued for specific situations where the USG must retain title of the FMS materiel to allow transit through nations with restrictive customs requirements. Approval from Defense Security Cooperation Agency (DSCA) Strategy Directorate must be obtained in advance prior to using the note. Implementing agencies must enter the LOA note during LOAD Development.

## **6.5. Evidence of Shipment.**

6.5.1. All FMS materiel shipments must be traceable. The following documents are acceptable proof of shipment:

6.5.1.1. For shipment by Collect Commercial Bill of Lading (CCBL), a copy of the signed CCBL and either the DD Form 250, *Materiel Inspection and Receiving Report*, DD Form 1348-1A, *DoD Issue Release/Receipt Document*, DD Form 1149, *Requisition and Invoice/Shipping Document*, or a Wide Area Workflow (WAWF) Receiving Report. All of the forms must accurately reflect what is being sent with the cargo shipment.

6.5.1.2. For shipments by small parcel carrier, a copy of the pick up record/shipping manifest showing the tracking number and one of the following: the DD Form 250, DD Form 1348-1A, DD Form 1149, or a WAWF Receiving Report. All of the forms must accurately reflect what is being sent with the cargo shipments.

6.5.1.3. For shipments by United States Postal Service (USPS), a copy of the document which shows the insured or registered number, and either the DD Form 250, DD Form 1348-1A or DD Form 1149.

6.5.1.4. For shipments by Commercial Bill of Lading (CBL), a copy of the CBL accompanied by a copy of the Form 250, DD Form 1348-1A, or DD Form 1149.

## **6.6. Proof of Delivery Criteria for Reparable Shipments to DoD Depots.**

6.6.1. Proof of delivery establishes transfer of custody and liability from the partner to the DoD. The following are required as valid proof of delivery:

6.6.1.1. Copy of the carrier’s delivery receipt containing legible data and name (or signature) of the individual who signed for the materiel at the repair facility.

6.6.1.2. The number of pieces, weight, and cube in the total shipment must agree with that shown on the supply documentation.

6.6.1.3. Requisition number and/or transportation control number (TCN) assigned by the shipper identifying the materiel on the bill of lading to enable cross-referencing to the supply documentation.

6.6.1.4. For multi-pack or consolidated shipments, a copy of the packing list identifying the missing item’s requisition number contained within the shipment.

6.6.1.5. A copy of the DD Form 1348-1A for the item in question.

## 6.7. Transportation of Classified Materiel.

6.7.1. Classified materiel is packaged and marked IAW the latest versions of DoD 5200.1-R, *Information Security Program*; AFI 31-401, *Information Security Program Management*; MIL-STD-129, *Military Marking for Shipment and Storage*; MIL-STD-130, *Identification Marking of U.S. Military Property*; and MIL-STD-2073, *Standard Practice for Military Packaging*.

6.7.2. Shipments of classified FMS articles usually move through the DTS or the partner's Defense Security Service (DSS) cleared freight forwarder, or partner-arranged pickups (DTC "8"). The DTS (DTC "7" or "9") is the preferred method for providing the needed security and enables the Air Force (AF) to maintain control and custody of the materiel until final delivery to the partner.

6.7.3. Only freight forwarders granted an appropriate DSS facility security clearance may receive, process, and store US classified materiel. Freight forwarders with an assigned TAC of "C" or "D" in the MAPAD are authorized to receive and process classified materiel with a security classification of confidential. Freight forwarders with an assigned TAC of "A" or "B" in the MAPAD are authorized to receive and process classified materiel with security classifications through secret.

6.7.4. If the freight forwarder cannot accept classified materiel, or the materiel is sensitive, explosive, or for some other reason cannot be shipped to the freight forwarder according to the assigned DTC, the shipper must obtain new shipping instructions from the Case/Line Manager. The request must provide the following information:

- 6.7.4.1. Requisition number.
- 6.7.4.2. FMS case identifier.
- 6.7.4.3. Quantity and item description.
- 6.7.4.4. National Stock Number (NSN).
- 6.7.4.5. Number of pieces, total weight, and cube.
- 6.7.4.6. Security classification.
- 6.7.4.7. Hazardous materiel classification.

6.7.5. Classified materiel requires continuous accountability from the source of supply to the partner's consignee. Accountability and protective custody may be provided by the USG, by authorized representatives of the partner, or by a combination of both USG and partner. Service by Air Mobility Command (AMC) meets required security requirements and is the preferred method for the delivery of classified materiel.

6.7.6. If the purchasing partner proposes to purchase classified defense articles, a Transportation Plan must be approved by USG and accepted in writing by the partner prior to any movement of the classified materiel. The requirement for a Transportation Plan must be identified during pre-LOA processing.

- 6.7.6.1. The Transportation Plan must be comprehensive and meet the requirements of DoD 5105.38-M, *Security Assistance Management Manual (SAMM)* and DoD 5200.1-R, *Information Security Program*, and must provide continuous accountability and



protective custody. If “Repair and Return” LOAs are involved, the Transportation Plan must be expanded accordingly.

6.7.6.2. The plan is developed by the Case Manager (CM), CCM or program office in coordination with the partner or the partner’s designated government representative. The freight forwarder may assist in the preparation of the plan. It is the responsibility of country directors, CMs, CCMs and program offices to ensure that the Transportation Plan is accomplished and approved in a timely manner. The CCM is responsible for coordinating the plan with the partner and providing a copy of the approved Transportation Plan to all parties involved in the process. This includes the FMS partner, Customs and Border Protection (CBP) primary port of exit, the Defense Security Service Industrial Field representative, all couriers/escorts involved, and other parties involved in the movement process. The preferred method for transmitting the approved Transportation Plan is through email transmission, but the plan may also be faxed, or mailed.

6.7.6.3. The applicable security office will review and approve the Transportation Plan for each individual LOA. The supporting security office will verify that the transfer arrangements are in compliance with DoD policy. SAF/IAPX in coordination with the Administrative Assistant to the Secretary of the Air Force, Directorate of Information Protection (SAF/AAP) will review and approve Transportation Plans for LOAs with multiple MAJCOM involvement.

6.7.6.4. The approved Transportation Plan is an integral part of all official copies of the LOA. Partners are responsible for insuring their freight forwarders have a copy of the LOA and approved Transportation Plan when they are involved with CONUS custody transfer of classified materiel (DTC 4, 5, 8, B, C, E, H or J).

6.7.6.5. The approved Transportation Plan must be a part of the LOA package provided to the CBP primary port of exit, upon the export of the classified materiel and when lodging the DSP-94, *Authority to Export Defense Articles Sold Under the Foreign Military Sales Program*.

6.7.7. Presentation of the LOA to the partner will not be delayed pending completion of the Transportation Plan; however, the CM will ensure proper safeguards are in place to prevent release of classified items for shipment prior to approval of a Transportation Plan (i.e., suspension of line(s) or withholding of obligation authority).

## **6.8. Transportation of Hazardous and Explosive Materiel.**

6.8.1. Hazardous and explosive materiel are shipped according to the Defense Transportation Regulations (DTR); AFI 24-203, *Preparation and Movement of Air Force Cargo*; AFMAN 24-204-IP, *Preparing Hazardous Materials for Military Air Shipments*; International Civil Aviation Organization (ICAO) certification and/or International Maritime Dangerous Goods (IMDG) code, as applicable.

6.8.2. Firearms, explosives, lethal chemicals, and other explosive or hazardous materiel usually move through the DTS to a CONUS water port of embarkation (WPOE) or aerial port of embarkation (APOE) controlled by the DoD. They will be on-loaded to a partner-owned, -operated, or -controlled aircraft or surface vessel for onward movement.

6.8.3. The following DTCs apply to shipment of explosive or hazardous materiel:

6.8.3.1. DTC 8 – Items shipped to the CONUS POE and on-loaded onto the partner-owned, -operated, or -controlled aircraft or vessel.

6.8.3.2. DTC 9 – Partner accepts delivery at the AMC aerial port of debarkation (APOD) or Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC) designated water port of debarkation (WPOD).

6.8.3.3. DTC 7 – USG provides onward transportation to the partner's consignee. Note: DTC 7 is only allowed if channel flights are available into the partner country.

6.8.4. If materiel is both hazardous and classified, the packaging, marking, and shipping procedures for both the hazardous and classified factors must be followed.

6.8.5. When the partner's freight forwarder arranges transportation for hazardous materiel, a DD Form 1348-5 is sent to the address indicated by the Type Address Code (TAC) "3" in the MAPAD. The items are held, and follow-up notices are sent every 15 days until a response is received. See paragraph 6.3.6. for notice of availability (NOA) follow-up procedures. The DD Form 1348-5 will require the freight forwarder to indicate whether International Civil Aviation Organization (ICAO) or International Maritime Dangerous Good (IMDG) Code certification is needed.

6.8.6. CCBLs are not authorized for hazard class 1 (explosive) shipments.

6.8.7. Hazardous materiel scheduled for movement aboard foreign-owned or foreign-controlled aircraft must be packaged, marked, labeled, and certified according to Title 49, Code of Federal Regulations (CFR), and International Civil Aviation Organization (ICAO) regulations. Commercial air carriers must obtain exemption required by Title 49, CFR. Competent Authority Approval (CAA) is required by the U.S. Department of Transportation (DoT) whenever hazardous class "1" (explosive) is shipped. The transportation officer/air terminal officer at the on-load base is responsible for the compatibility of hazardous materiel moved on foreign-owned or foreign controlled aircraft and must comply with the following:

6.8.7.1. Non-compatible hazardous materiel cannot be shipped by commercial carrier.

6.8.7.2. Non-compatible hazardous materiel may be shipped by the partner's military aircraft, provided, approval to ship non-compatibles is obtained from the partner and forwarded to AF Supply Management Division (AF/A4RM).

6.8.8. **Competent Authority Approval (CAA).** The partner is responsible for obtaining their country's CAA for the movement of explosive materiel from the US-DoD controlled port of embarkation to their country's final in-country destination. Once the partner has the country issued CAA, the partner may then apply for a DoT issued CAA for explosive materiel movement within CONUS.

## **6.9. Exceptions to Standard Transportation.**

6.9.1. When the AF determines shipment by CCBL is impractical or improper, the AF will arrange for transportation. Exceptions to the CCBL method are, prepaid small parcel shipments and those shipments authorized to move through the DTS.

6.9.2. When the shipment moves through the DTS by Government Bill of Lading (GBL) or small parcel carrier to a partner, including a recipient freight forwarder, and loss or damage

occurs, the recipient must file a claim with the carrier. If resolution with the shipper is unsuccessful, recipient may submit qualifying Supply Discrepancy Reports (SDRs) to request additional shipment or billing information, or to obtain USG assistance in resolving the discrepancy. The USG has responsibility for filing and processing claims with carriers when shipment is made on a prepaid basis to locations where DoD personnel or other USG representatives have primary responsibility for receipt, inspection and acceptance. When the USG files the claim, the benefits will be reimbursed to the partner.

6.9.3. Embedded computer system software is shipped according to TO 00-5-17, *USAF Computer Program Identification Numbering (CPIN) System*. Priority deliveries may be made by any means approved for transit or transmission of classified materiel. Examples of approved methods include use of freight forwarder certified to handle classified, point-to-point Secure Telephone Unit data transmissions approved by the National Security Agency (NSA), mailing to the Security Cooperation Officer (SCO), or authorized hand-carrying. If transmission is via means other than the freight forwarder, the CCM is responsible for ensuring proper decrementing of the DSP-94 for the value of the computer system software.

#### **6.10. Small Package Shipments.**

6.10.1. The AF must document shipment of small package materiel to the FMS partner. For small parcel shipments, a small package carrier receipt or US Postal Service (USPS) special service receipt (i.e., insured, certified, or registered mail) that shows proof of delivery into the transportation network will constitute proof of shipment.

6.10.2. When the USPS is used for delivery of FMS materiel, the items must be registered. USPS-registered mail may be used to ship small parcels to Canada.

6.10.3. If international mail is used for small package shipments, it must be specified in the LOA.

6.10.4. Except for classified or hazardous items, NOA procedures will not be used for small package shipments.

#### **6.11. Shipments Moved via the DTS which Terminate in a Third Country.**

6.11.1. For any shipment moving via the DTS which terminates in a third country (e.g., not the purchasing partner), the purchasing partner is responsible for all prior coordination with the third country's water or aerial port and and/or customs personnel to ensure onward movement of the materiel. For materiel being sent to Ramstein AB, Germany for onward movement within European Command (EUCOM), the EUCOM FMS Transportation Concept of Operations (CONOPS) procedures will be followed. If no APOD/WPOD is indicated in the MAPAD, the shipper must advise the Case/Line Manager that the materiel cannot be shipped. The Case/Line Manager will advise the country representative that an APOD/WPOD in the partner's country or in a third country must be identified and included in the MAPAD before the materiel will be shipped.

6.11.2. The partner will make all arrangements for the movement of materiel from the APOD/WPOD to the "mark for" address.

#### **6.12. Return of Partner Materiel to the CONUS for Repair.**

6.12.1. Repairables are returned to the CONUS according to AFMAN 23-110, *USAF Supply Manual*. Alpha DTCs are used to indicate two-way transportation. Normally, the USG has

no responsibility for moving reparable materiel, and DTC "E" freight forwarder-arranged transportation applies.

6.12.2. When the partner is responsible for all transportation (DTC "E"), the partner should consign the shipment to the CONUS freight forwarder or partner representative at the US port of entry. When DTC "C," "D," "E," "H," or "J" is used, the freight forwarder or partner representative is responsible for obtaining and providing all documents necessary for clearing inbound US customs. These include, but are not limited to, the following:

6.12.2.1. DD Form 1348-1A.

6.12.2.2. Department of State Form 61 (DSP-61), *Application/License for Temporary Import of Unclassified Defense Articles*.

6.12.2.3. Department of State Form 85 (DSP-85), *Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data*.

6.12.3. Under DTC "E", shipping instructions need only direct the reparable materiel to the designated repair facility. It is the responsibility of the partner or freight forwarder to clear customs and deliver materiel to the designated repair facility at no expense to the USG.

6.12.4. When the USG has transportation responsibility, the detailed instructions represented by the assigned DTC must be provided to the FMS partner. The Transportation Account Code (TAC), transportation appropriation, and the applicable port of embarkation (POE) and port of debarkation (POD) must also be provided. The USG accepts only custodial responsibility, not title, for reparable items after they are received at the repair facility and are being transported via the US DTS and while being transported outside the US DTS. If a reparable item is lost while being transported via the DTS, the partner has no claim against the USG.

6.12.5. The return leg of an FMS Special Assignment Airlift Mission (SAAM) may be used for the return of partner-owned reparable materiel under the following conditions:

6.12.5.1. Retrograde materiel transported on a returning SAAM flight is specifically covered in the FMS case under which the SAAM is authorized. The partner must provide the total weight, cube, number of pieces, all required customs documentation and arrangements for materiel movement to the final CONUS destination. This must be included in the LOA for approval by DSCA. The implementing instructions will show all the needed information on the returned cargo.

6.12.5.2. Returned materiel is authorized for shipment on SAAM aircraft to the CONUS POE or to the home station of the aircraft.

6.12.5.3. Additional flying hours for retrograde materiel are charged to the partner.

6.12.5.4. Information on reparable materiel to be transported on the returning segment of the SAAM must be included on the original SAAM request sent to AMC by the SAAM validator. The SAAM validator for the AF FMS is the AFMC Traffic Management Division (AFGLSC/635 SCMW).

## **6.13. Preservation, Packing, and Marking.**

6.13.1. AFI 24-203, AFMAN 24-204-IP, and latest edition of MIL-STD-2073 contain AF instructions for packaging security assistance articles. FMS materiel shall be packaged in accordance with MIL-STD-2073. Military preservation and Level B packing per MIL-STD-2073 is required for overseas surface shipments. All FMS shipments shall be marked in accordance with MIL-STD-129 and also include: FMS case identifier, TCN, transportation priority, project code (if applicable), "ship-from" address, "ship-to" address, and ultimate consignee "mark-for" address. Multi-packs/consolidations will only contain items for the same US sponsoring service, recipient partner, "mark-for" address, freight forwarder code, FMS case designator, project code (if applicable), and priority designator. Grant Aid may be consolidated into shipment units if under the same US service code, recipient partner, "mark-for" address, project code (if applicable), and priority designator.

6.13.2. All shipments to *International Standards for Phytosanitary Measures (ISPM) 15* participating countries, containing wood packaging materiel, must be in compliance with the regulatory guidance as stated in DoD 4140.01-M-01, *COMPLIANCE FOR DEFENSE PACKAGING: Phytosanitary Requirements for Wood Packaging Material*, and the *International Standards for Phytosanitary Measures (ISPM)*, Publication No. 15, *Guidelines for Regulating Wood Packaging Material in International Trade*. Any FMS shipment that is not compliant will not proceed until it is brought into compliance, or a country waiver is provided. The shipping activity will notify the MILDEP of the shipment hold status. Should an ISPM 15 participating partner decline to provide a waiver, costs of remediation or repacking will be considered a supply discrepancy and will not be charged to the partner. The one exception to this rule occurs when only old, noncompliant wood is available for an FMS case to an ISPM 15 participating partner. The partner should be given the option to wait for a new procurement of ISPM 15 compliant WPM, to waive the ISPM 15 requirement for that case only, or to pay for remediation costs. Shipments to non-ISPM participating countries will be certified using the "DoD Pest Free Compliance Procedures" as directed in Appendix 3 of the DoD 4140.01-M-01 regulation. The MILDEP will notify the shipper of the partner's determination and proceed with shipment processing accordingly.

#### **6.14. Export Documents.**

6.14.1. The partner/freight forwarder is responsible for all export documentation and clearances, if shipments are not made through the DTS. Export documentation includes completion of the DSP-94 and a copy of the complete LOA (including all amendments, modifications and any applicable Transportation Plan) provided to the Customs Export Office.

#### **6.15. Uniform Materiel Movement and Issue Priority System (UMMIPS).**

6.15.1. The USG issues articles and provides services under the UMMIPS according to the force activity designator (FAD) assigned by the Joint Staff and the urgency of need designator (UND). Security assistance shipments are subject to the same UMMIPS time standards as DoD shipments.

6.15.2. Partners should evaluate each requirement and select the correct UND for the circumstances. Partners should show the UND for requests on defined order cases. Regardless of the priority, items are issued only if on-hand stock is above the control point, unless the partner has pre-funded FMS sustainment support under a Cooperative Logistics

Supply/Support Arrangement (CLSSA). The inventory management specialist (IMS) determines whether AF support will be adversely affected.

6.15.3. UMMIPS timeframes apply to materiel moved through the DTS. For materiel shipped to a partner's freight forwarder, only the timeframes applicable to depot processing are captured for analysis; however, the transportation mode selection is made with a carrier that will otherwise meet UMMIPS standards.

#### **6.16. FMS Transportation Charges.**

6.16.1. Pricing and billing procedures are contained in DoD 7000.14-R, *DoD Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures*, Chapters 7 and 8. For stock-funded items, transportation costs to the CONUS based freight forwarder or the CONUS POE are included in the standard price.

6.16.2. For non-stock-funded items, transportation costs are based on the value assigned and computed by DTC as shown in block 11 of the LOA. The transportation bill code (TBC) reported in the *DD-COMP (M) 1517* report overrides the DTC and automatically corrects transportation charges, when the shipper does not ship the item according to the DTC.

6.16.3. **Transportation Cost Look-Up Table.** The transportation cost look-up table contains estimated actual transportation costs for items normally shipped through the DTS, when costs using standard transportation percentages are significantly different from the actual charges. When these items are reported on the *DD-COMP (M) 1517* report, the transportation cost estimate in the look-up table is charged to the partner. To keep the table current, inland transportation, port loading, trans-ocean (sea and airlift), and port unloading cost for each item is submitted annually by AFSAC/IARGC to SAF/IAPX. These updates as well as recommended new items for the table are provided to SAF/IAPX by December 10th each year.

6.16.4. **Estimated Actual Charges.** An estimated actual transportation cost is based on the carrier's actual tariffs. The charge must be directed or approved by DSCA and recoups total transportation costs. The charge appears in the LOA and the transportation cost look-up table maintained at the Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX). When not covered by the transportation cost look-up table or transportation billing for grant aid/Military Assistance Program (MAP) countries, the implementing agencies use "NX" to report estimated actual transportation charges.

6.16.5. **Detention and Demurrage Charges.** Detention and Demurrage charges related to delays in FMS shipments caused by freight forwarders are to be charged at the actual cost to the applicable FMS case and line.

6.16.5.1. **Detention.** A charge made on a carrier conveyance, due to being held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges.

6.16.5.2. **Demurrage.** A charge against a consignor or consignee for holding carrier equipment beyond the allowable free time for loading and unloading, for forwarding

directions, or for any other purpose authorized and documented by the consignor or consignee. It may also be a charge to shippers, accruing from the time the container is discharged from the vessel. Charges for demurrage are in addition to all other transportation charges. Demurrage charges typically are associated with rail and water port operations.

**6.17. Loading and Unloading Foreign-Owned or -Controlled Aircraft at Air Force Bases.**

6.17.1. The loading or unloading of foreign partner-owned or –controlled aircraft will be charged as stated in AFI 10-1001, *Civil Aircraft Landing Permits*; AFI 10-1002, *Agreements For Civil Aircraft Use Of Air Force Airfields*; or AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations* as applicable.

## Chapter 7

### SPECIAL PROGRAMS AND ACTIVITIES

#### 7.1. Command Levy.

7.1.1. A command levy is a diversion of assets from an operational Air Force (AF) command to support an FMS agreement with replacement (generally) to the AF unit. A command levy is a last resort and must not be used as a source of supply.

**7.1.2. Command levy may be requested when all of the following conditions apply:**

7.1.2.1. The materiel and services are mission-essential. Mission-essential materiel or services are defined as those required to achieve the minimum operating capability of the system. The system program director (SPD), prime contractors, and operating commands determine the materiel and services needed for minimum operating capability.

7.1.2.2. The materiel and services will not be available to meet the activation need date of the FMS agreement. The activation need date is the date of first system delivery in-country or to another AF approved operational site.

7.1.2.3. The actions in paragraph 0 have been considered.

7.1.2.4. Command levy is the only alternative.

**7.1.3. Approval for Command Levy.** The Director, Defense Security Cooperation Agency (DSCA) must approve diversion, except for moving articles from one user to another or for accelerating deliveries, using the procedures below. All situations having an adverse impact on AF combat readiness requires congressional notification through DSCA.

**7.1.4. Air Force Materiel Command (AFMC) Responsibilities.** The System Program Director (SPD), Security Assistance Program Manager (SAPM), and Air Force Security Assistance Center (AFSAC) Command Country (CCM) or Case Manager (CM) must ensure the delivery of the required spares and support equipment and services in a timely manner using normal requisitioning and procurement procedures. This effort should include continual review of program data (specifically mission-essential materiel delivery schedules) to identify potential problem areas. If normal requisitioning and procurement procedures are not sufficient to deliver the required materiel on time, the following exceptional procedures should be considered:

7.1.4.1. Workaround procedures.

7.1.4.2. Accelerated procurement with premium funds.

7.1.4.3. Sole-source procurement.

7.1.4.4. Accelerated delivery of onorder partner materiel with premium funds.

7.1.4.5. Inventory manager (IM) query of AF activities to determine excess assets that may be redistributed.

7.1.4.6. Redistribution of onhand and onorder AF wholesale stocks, if this will not adversely affect the AF or other programmed requirements.



7.1.4.7. Diversion of other foreign military sales (FMS) countries' on order stocks, with their permission or with DSCA concurrence (see AFMAN 23-110, *USAF Supply Manual*, Volume 9).

7.1.4.8. Redistribution of FMS partner owned materiel as a result of previous sales.

7.1.4.9. Direct commercial purchase by the FMS partner.

7.1.4.10. 309th Aerospace Maintenance and Regeneration Group (AMARG) and base closures considered as a source of supply (SoS).

#### **7.1.5. Command Levy Procedures.**

7.1.5.1. Note that timeframes are the minimum to ensure timely delivery. These timeframes may be compressed to meet high-priority, time-sensitive United States government (USG) commitments.

7.1.5.2. The SAPM will identify potential command levy candidates in a critical item tracking list as part of the FMS Management Plan and update the list quarterly.

7.1.5.3. The SAPM will get the SPD's endorsement and send the list of potential command levy candidates to the applicable major command/Logistics (MAJCOM/A4) for assessment 180 days before the activation need date. Information copies should be sent to the Deputy Chief of Staff/Logistics, Installations and Mission Support, Directorate of Logistics (AF/A4L); Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX); AFSAC Plans and Programs Office (AFSAC/XP); and the appropriate Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) and AFSAC regional divisions.

7.1.5.4. Within 30 days, the MAJCOM/A4 will respond to the SAPM (with information copies as indicated in paragraph 0) with their concurrence or non-concurrence with the proposed command levy. If the AF concurs with the diversion, the following information must also be provided:

7.1.5.4. 1 The suggested locations from which to take the assets, and the quantity and condition of the materiel if the AF approves the command levy.

7.1.5.4.2. The effect of the command levy on the unit's ability to perform its mission (i.e., its ability to generate sorties and its mission capability rate).

7.1.5.5. The SAPM will send the request for command levy to the CCM and AFMC/Logistics (AFMC/A4), to arrive no later than 120 calendar days before activation need date. The request must be signed by the SPD and contain the following information (if any of the information cannot be determined, the SAPM will supply a best estimate and identify it as such):

7.1.5.5.1. National stock number (NSN), name, and requisition document number (part number and support equipment recommendation data (SERD) number, if known).

7.1.5.5.2. The minimum quantity required.

7.1.5.5.3. The activation need date.

- 7.1.5.5.4. Prior actions taken to improve delivery.
  - 7.1.5.5.5. Justification for the command levy in terms of the partner's initial operational capability with the purchased system.
  - 7.1.5.5.6. The MAJCOM's concurrence or non-concurrence and the effect the command levy will have on their capability to perform their mission.
  - 7.1.5.5.7. The location, quantity, and condition of potential command levy materiel.
  - 7.1.5.5.8. The materiel replacement date.
  - 7.1.5.5.9. The current estimated shipping date (ESD) of the FMS materiel on order.
- 7.1.5.6. The CCM and AFMC/A4 must return the request, with their coordination, to the SAPM/SPD within 30 days. The SAPM will then send the coordinated request, signed by the SPD, to SAF/IAPX with an information copy to AFSAC/XP, AFMC/Intelligence and Requirements (AFMC/A2/5), and the CCM to arrive no later than 90 days prior to the activation need date with a recommendation for approval or disapproval.
- 7.1.5.7. SAF/IA, in coordination with AF/A4L, will approve or disapprove the command levy request 60 calendar days before the activation need date and will notify the SAPM/SPD, the AFSAC CCM, AFSAC/XP, AFMC/A4, and the applicable MAJCOMs. SAF/IAPX will return disapproved command levy requests stating the reasons for disapproval.
- 7.1.5.8. Upon notification of approval, the SAPM will provide the MAJCOM and unit with the following shipping instructions:
- 7.1.5.8.1. The appropriate ship-to/freight forwarder and mark-for/in-country addresses.
  - 7.1.5.8.2. Instructions on how to ship the materiel. Normally a collect commercial bill of lading (CCBL) is used. If a commercial bill of lading (CBL) is used, the SAPM will provide the proper transportation fund site to charge transportation costs to the FMS case.
  - 7.1.5.8.3. Instructions that PC&H costs incurred should be billed to the partner's case.
  - 7.1.5.8.4. Instructions to provide the shipping information (date, mode, carrier) to the SAPM and AFSAC CCM.
- 7.1.5.9. No later than 30 calendar days after receiving the shipping information from the SAPM, the owning activity will ship the materiel and provide shipping information to the SAPM and AFSAC CCM. The shipping information will be filed by the SAPM/SPD for case management and possible audit purposes. Security Assistance Management Information System (SAMIS) narrative capability will be used to identify command levy items and document the process.
- 7.1.5.10. Air Force Intelligence, Surveillance, and Reconnaissance Agency (AFISR), the National Security Agency (NSA), and Deputy Under Secretary of the Air Force/International Affairs, Chief Information Officer (SAF/CIO) must approve the command levy of any information security (INFOSEC) items.

#### **7.1.6. Transportation Costs.**

7.1.6.1. First destination transportation costs are included in the cost of the item. The partner will be required to pay any costs for transportation beyond the first destination. Items identified for command levy that are at an operational base in the continental United States (CONUS) will be considered at their first destination regardless of previous shipping history. For items levied from outside the CONUS, the partner will also pay for the pre-positioning costs associated with getting those items to the overseas base. Transportation costs for the replacement items, those included in the cost of the item and pre-positioning costs will be charged to the FMS case.

#### **7.1.6.2. Replacement of command-levied materiel.**

7.1.6.2.1. Levied items will be replaced in the most expeditious means available. The preferred method is to deliver the materiel directly to the AF base. The SAPM will monitor the process to ensure proper delivery and reporting occurs.

7.1.6.2.2. Extended payback dates or changing circumstances may dictate other payback procedures. In these circumstances, the item manager, in coordination with the AF base and the SPD, will determine the appropriate method of payback. Under the stock funding of reparable concept, delivery of the materiel to the depot for re-requisitioning by the base will not be appropriate.

7.1.6.2.3. The supporting MAJCOM/A4 will report open command levy paybacks to SAF/IAPX quarterly until all items are replaced or their status is otherwise closed.

### **7.2. Drawdowns Under Section 506(a) of the Foreign Assistance Act (FAA) of 1961, as Amended.**

7.2.1. Section 506(a) of the FAA authorizes special authority for the drawdown of articles from stock and non-contractual services and training from Department of Defense (DoD) resources in an aggregate value not to exceed \$100,000,000 in any fiscal year. This section of the law does not authorize new procurement or contracting in order to provide or replace the materiel, services, or training. It does not provide funds or contract authority. Authorized exceptions will be included in the execute order.

7.2.2. The Department of State (DoS) initiates the presidential determination (PD) and forwards it to DSCA for action. The appropriate DSCA Geographic Regional Directorate formulates a program plan, obtains cost estimates, and initiates an implementing message to the military departments (MILDEPs) providing the following information:

7.2.2.1. Drawdown directions.

7.2.2.2. Overall authorization.

7.2.2.3. Line item authorizations.

7.2.2.4. Project directive numbers.

7.2.2.5. Reporting requirements.

7.2.3. DSCA will monitor the program plan and advise the MILDEPs of additional drawdown requirements and authorized revisions. DSCA will use the partner's requirements to determine line item categories.

7.2.4. DSCA maintains official accounting and reporting responsibilities and establishes project directives in the DSCA 1200 system. They also provide the MILDEPs with a block of record control numbers (RCN) to be used for each partner and in-country destination. DSCA monitors project directive ceilings and consolidates report control symbol (RCS) reports for monthly submittal to Congress.

7.2.5. SAF/IA Country Director receives the execute order from DSCA and provides SAF/IAPX with a courtesy copy. The SAF/IA Country Director prepares and issues an Air Force 506(A) Execute Order message (Attachment 10). SAF/IA will request a project code(s) if not provided by DSCA, and task AFSAC to establish the RCNs in SAMIS. The AFSAC Operations Support Section (AFSAC/IARSB) will maintain a case or RCN register and issue case identifiers and RCNs to the CMs for all AF actions. Case designators will be in the "U" series and RCNs in the AM00-AW99 series. AFSAC/IARS will input all AF RCN actions into the DSCA 1000 system.

7.2.6. AFSAC will input requisitions for drawdown of articles from stock in accordance with (IAW) DSCA and SAF/IA instructions. Requisitions against blanket order RCNs will be processed through SAMIS as programmed, on a "fill or kill" basis, IAW the Force Activity Designator (FAD) established in the execute order. Command Country/Case Manager will manually process requisitions for munitions, equipment, and end-items with the inventory management specialist (IMS). AFSAC monitors funding, accounting, and financial reporting. AFSAT tracks all 506 drawdown training requirements in Total Risk Assessment Control System (TRACS) and reports costs to AFSAC.

7.2.7. All costs incurred for non-contractual services and supplies used to support a Section 506 drawdown, are to be identified against an AF Emergency and Special Program (ESP) code for possible future reimbursement. The Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS) requests assignment of the ESP code. Each performing agency must establish open accounts receivable for incurred costs against the assigned ESP code.

### **7.3. Electronic Combat International Security Assistance Program (ECISAP).**

7.3.1. The ECISAP is an AF management concept designed to provide FMS and security assistance countries a single management focal point for the installation and sustainment support of electronic combat (EC) equipment. The ECISAP will be established as a separate Military Article and Services List (MASL) line item in a system sale Letter of Offer and Acceptance (LOA) or as an individual LOA. The ECISAP is managed by the Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD) with the executive agent at Warner Robins Air Logistics Center (WR-ALC), 542 Combat Sustainment Group (542 CBSG). 542 CBSG will coordinate ECISAP efforts among WR-ALC; SAF/IA; the Air Force Air Warfare Center (Air Force AWC), 36 & 68 Electronic Warfare Squadron (36 EWS/68 EWS); Deputy Chief of Staff, Intelligence, Surveillance, and Reconnaissance (AF/A2); Air Combat Command/Directorate of Operations (ACC/A3); Air Force Information Warfare Center (AFIWC), and other agencies as determined by the LOA.

#### **7.3.2. Electronic Combat (EC) Equipment.**

7.3.2.1. The terms EC and electronic warfare (EW) are used interchangeably in this document. There have been several major changes to this terminology. In general, EC or EW are any military actions involving the use of the electromagnetic (EM) spectrum and directed energy to control the EM spectrum or to attack the enemy. The three major subdivisions of this function are: electronic attack (EA), electronic protection (EP), and electronic warfare support (ES). EA includes EM jamming, EM interference, and EM deception systems and directed energy, anti-radiation missiles (ARM), lasers, radio frequency, and particle beam weapons. EP includes protection of personnel, equipment, and facilities via such measures as EM hardening and frequency deconflictions. ES includes identification and location of EM sources for the purpose of immediate threat recognition and use of this information for other actions such as threat-avoidance (radar warning receivers and missile warning systems), targeting, and homing. ECISAP products currently consist of EA, ES, and integrated EA/ES systems.

### **7.3.3. ECISAP Products and Services.**

7.3.3.1. An ECISAP MASL line item or individual LOA will encompass products and services necessary to support an EC equipment sale. These products and services may include the following items or services, depending upon releasability criteria and other conditions of sale.

7.3.3.1.1. ECISAP Products. ECISAP products are those items purchased or created by an ECISAP agency that are deliverable to a partner as either an end-item or incorporated within a deliverable end-item. They include the following:

7.3.3.1.1.1. EC Systems including software and technical documentation.

7.3.3.1.1.2. Support equipment (common and peculiar) including software and technical documentation.

7.3.3.1.1.3. Mission Data Files developed from releasable intelligence data.

7.3.3.1.2. ECISAP Services. ECISAP services are those functions performed that enable the products described above to be created, procured, delivered, maintained, modified, and supported. They include the following.

7.3.3.1.2.1. Program management, including logistics support, configuration management, production management, item management, funds management, technical management, and facility management.

7.3.3.1.2.2. Systems engineering, design engineering, (software engineering), sustaining engineering, technical assistance, intelligence data analysis and assessment, and emergency reprogramming service.

7.3.3.1.2.3. Training and system familiarization, including worldwide military reprogramming exercises utilizing the rapid reprogramming capability (SERENE BYTE), communications connectivity checks and quarterly exercises, in-country technical reviews, modifications, and overview of system changes and operational impacts, and in-country mobile training team (MTT) support.

7.3.4. **ECISAP Benefits.** These benefits include the following:

7.3.4.1. AF software technology, rapid-reprogramming process, and cyclic software updates and enhancements.

7.3.4.2. AF improvements in maintenance practices or overhaul instructions.

7.3.4.3. USG intelligence support.

7.3.4.4. The ECISAP facilitates cost sharing when multiple countries contract for the same product.

**7.3.5. Nonparticipation in ECISAP.** ECISAP products and services may be delayed for those international partners who are eligible to participate in the ECISAP program, but elect not to participate. Priority is given to ECISAP program participants who have active ECISAP cases.

**7.3.6. ECISAP Budget and Associated Charges.** ECISAP organizations will develop and follow financial management plans that discuss annual budgets, determine buy-in and additional charges to new partners, and assess all charges for products and services to ECISAP members. Annual budgets will include costs incurred for facilities operation and for the investment in facilities/equipment. A copy of each ECISAP organization's financial management plan and annual budget will be submitted for review to SAF/IAPD. No expenditure of AF-appropriated funds is allowed. Similarly, ECISAP funding should not be spent for requirements that, in the absence of ECISAP, would be inherently United States (US) funded requirements.

**7.3.7. ECISAP Program Participation.** ECISAP program participation is encouraged for initial sale of AF-reprogrammable EC systems. There are two types of participation available: full-service and technical services.

7.3.7.1. A full-service participation encompasses total system support, both hardware and software, to provide optimum performance of the applicable electronic combat system.

7.3.7.2. The technical service only provides responses to partner specific taskings.

**7.3.8. ECISAP Front-End Capitalization Fee.** As new systems are added to ECISAP, costs are incurred to develop the capability to support the new system. The initial partner for whom the support capability is developed is charged for the development expense. When subsequent partners desire support of the same system and are supported from the previously-developed facility, they must reimburse the initial investor a share of that initial investment. This charge is referred to as the front-end capitalization fee. Front-end capitalization fees shall not be charged after the equipment has aged over ten years. The goal is for each participant in the facility to pay an equal share of the facility development cost. Shares are assessed and billed as partner's initial support case is implemented to the ECISAP.

**7.3.9. ECISAP Additive Charge.** If additional facilities and equipment are needed to support a new partner's requirements or to support new requirements by a current ECISAP partner, an additive charge is assessed. All ECISAP facilities are fully supported by the ECISAP budget.

**7.3.10. ECISAP Initial Services Charges.** The initial development or procurement of hardware or software for an EC system and its related technical data, inventory management, spares definitization and provisioning, training, support equipment, site surveys, and any

other country-specific efforts are examples of the types of initial service that may be assessed and charged to the initial or new ECISAP member.

**7.3.11. ECISAP Sustainment Support Charges.** Sustainment support includes maintenance of software, enhancements to threat data software tables, contingency operations and emergency reprogramming, technical services, management of repair/return contracts, and any other efforts that benefit only the program covered by a particular case. Included in the cost of all these efforts is the cost of maintaining the facilities that support these functions.

**7.3.12. ECISAP Software Support Services Charges.** Sustainment support for a reprogrammable EC system consists predominantly of modifying software to incorporate changes to threat data, correcting software errors, implementing FMS or security assistance partner operational change requests and incorporating AF improvements (when releasable). This work is accomplished on a cyclic basis due to extensive changes and expanded information available on various EC system threats provided by AF intelligence agencies. These cyclic updates are referred to as “block cycle” updates. The complexity of the software changes determines the total block cycle schedule and delivery date. A detailed discussion of software support is provided in the following sections.

**7.3.13. ECISAP Service Charges.** Service charges are based on actual man-hours expended for services. Actual man-hours expended are determined by a man-hour accounting system. Pro-rata charges based on the number of installed EC systems will not be assessed. All services are to be fully supported by the ECISAP budget; no expenditure of AF-appropriated funds is allowed.

**7.3.14. Releasability.** ECISAP organizations and regional offices will coordinate and ensure compliance with SAF/IAPD release guidance before LOA presentation. 542 Combat Sustainment Group, AF AWC and 36 EWS will coordinate with the appropriate disclosure authority (that is, the local Foreign Disclosure Office (FDO)) on all restrictions regarding the release of any technology or information to security assistance partners. The Delegation of Disclosure Authority Letter (DDL) provided by SAF/IAPD will be consulted before releasing any engineering change proposals, modifications, or other data to a security assistance agency or partner. A proposal of release beyond an existing DDL is sent through disclosure channels to SAF/IAPD for resolution. Deputy Chief of Staff/Operations, Plans, and Requirements (AF/A3/5) through Deputy Chief of Staff/ Intelligence, Surveillance, and Reconnaissance (AF/A2) and SAF/IAPD will staff the release of ECISAP software updates.

**7.3.15. Security.** ECISAP facilities are configured to receive, store, analyze, process, and issue up to SECRET data. A security document peculiar to each member or member's system is distributed to the applicable partner agency . It provides a basis for evaluating the degree of protection necessary to safeguard classified information pertaining to these systems. Users of the security document must understand that each document or materiel must be classified based on its own merit, consistent with DoD 5200.1-R, *Information Security Program*, AFI 10-1101, *Operations Security*, and each partner's applicable security document. Similarly, ECISAP funding should not be spent for requirements that, in the absence of ECISAP, would be inherently US funded requirements.

**7.3.16. ECISAP Objectives.** The ECISAP serves as the single focal point of initial (pre-aircraft-delivery) and sustainment (post-aircraft-delivery) support of FMS and security assistance EC systems. Program objectives include the following:

7.3.16.1. System Changes. Identify and develop change requirements for hardware and software deficiencies and enhancements. The ECISAP will manage, from inception to final resolution, all FMS and security assistance partner-generated materiel deficiency reports (MDRs), software problem reports (SPRs), and operational change requests (OCRs). AF-releasable changes that apply to FMS and security assistance systems will be sent to the potential user for review, approval, and funding. The ECISAP will ensure that member countries are notified of releasability and applicability.

7.3.16.2. System Software Support. ECISAP provides software support for all FMS and security assistance EC systems. FMS software support process will mirror the AF support process if feasible. Exceptions require SAF/IAPD and AF/A2 approval. This software support includes Operational Flight Program (OFP), mission data (MD) or threat data, support tool software, and selected maintenance equipment software. The ECISAP will provide periodic updates to this software incorporating OCRs, SPRs, and other releasable upgrades received by a formalized freeze date and approved by a Technical Coordination Meeting (TCM). The ECISAP will provide changes to the above software through their rapid reprogramming capability during contingencies.

7.3.16.3. The responsible ECISAP organization develops MD files, either through source code manipulation or with a MD editor/generator, and produces MD object code compatible with members' OFPs. All MD and OFP sets are combined and tested for proper operation, and subjected to an independent software quality assurance test before release. All software to be installed in integrated ES/EA systems is similarly tested in an integrated configuration (usually on an Integrated Support Station) before release.

7.3.16.4. The responsible ECISAP organization develops and ships Country Standard Technical Orders (CSTO) and/or manuals reflecting the partner-peculiar data in support of MD, OFP and support equipment software. The ECISAP will maintain CSTOs for each EC system and support equipment configuration supported by the program. During contingencies, these products may be transmitted electronically to those countries with appropriate communications equipment.

7.3.16.5. Technical Services. The ECISAP will provide analysis and technical assistance to participating countries as stated in their ECISAP LOA. The same services are available to any FMS partner on a case-by-case basis when requested through SAF/IA and funded by a technical services case.

7.3.16.6. Configuration Management. The responsible ECISAP organization will maintain configuration management of the products provided to an ECISAP partner.

7.3.16.7. Kit-proofing. ECISAP provides kit-proofing of software updates. In-country kit-proofing verifies that the software update operates properly in the partner country. Equipment specialists and engineering personnel from WR-ALC and/or the AF AWC and 36 EWS conduct the in-country kit-proofing to ensure the partner has a complete understanding of changes and its implementation is accurate and consistent. Technical data, technical orders, and other documentation are verified.



7.3.16.8. Changes. Reported deficiencies (MDRs, OCRs, or SPRs) by the partner or AF create a need for technical change requirements to the EC system. A screening panel, consisting of ECISAP engineers, the system logistics manager, the system equipment specialist, and (when permitted) the partner EC representative, convenes a technical coordination meeting (TCM) to establish the total planning of a system software update. The screening panel will review all deficiencies for priority, applicability, and feasibility of inclusion in the current software update cycle or block cycle. On acceptance, the panel presents the total update package, with cost and schedule, to gain approval before beginning the engineering task.

7.3.16.9. ECISAP Reviews. Because the nature of EC system discussions generally are classified and partner confidentiality is a prime goal, reviews normally will consist of specific country-to-ECISAP dialogue. TCMs concerning partner programs will be held at WR-ALC, Georgia and in-country during kit-proofing visits. These TCMs provide opportunities for specific system reviews and when used with PMRs, SAMRs, etc., allow the desired ECISAP-country interface.

#### **7.3.17. ECISAP Responsibilities.**

7.3.17.1. SAF/IAPD serves as the focal point for data emitter . Threat data requests are reviewed by SAF/IAPD and passed to the appropriate USG agency. The resulting database is provided to the ECISAP organizations to support software development.

7.3.17.2. 542 Combat Sustainment Group and 36 EWS provide the MD code for FMS and security assistance EC systems. This code is based on inputs from the partner and from US intelligence, operational, test and support agencies. WR-ALC also provides corresponding OFP, support tool software, support equipment software, and documentation to the ECISAP member.

7.3.17.3. ECISAP Manpower. Each ECISAP line in an LOA must have its own Manpower Review Package (MRP) submitted through the Security Assistance Manpower Requirements System (SAMRS) for SAF/IAPX approval. Any other format is not permitted. ECISAP manpower requirements cannot be consolidated into one MRP.

7.3.17.4. ECISAP workload is “defined order” per individual LOA and not a special manpower aggregate program similar to Technical Coordination Programs (TCPs) and International Engine Management Programs (IEMPs). Each workload must be identified with required man-years.

#### **7.4. International Engine Management Program (IEMP).**

7.4.1. The IEMP is an AF program under which individual groups manage or monitor engine follow-on logistics and engineering technical services. It only applies to AF-managed engines and to security assistance countries that choose to participate in the program. Membership in the IEMP is for a minimum of three (3) years and LOAs will be written to reflect a period of 1-36 months. No exception to this guidance is allowed. The IEMP is a cost sharing program; therefore, membership must be stable to ensure maximum benefits to all members. Further, multi-year memberships ensure uninterrupted support.

##### **7.4.2. General IEMP Information.**

7.4.2.1. The purchase price of an engine does not include IEMP costs. IEMP cost covers sustainment management of technical, engineering, and logistics support services. IEMP membership is on a shared-cost basis, depending on the number of engines the member possesses at the beginning of the program year. FMS countries that have not taken delivery of an engine(s) item or participation in the IEMP are not eligible for pro rata sharing that IEMP member countries receive.

7.4.2.2. Security assistance partners do not have to take part in the IEMP to purchase engines, but are encouraged to join. IEMP members benefit from the experience of users worldwide through the USG Component Improvement Program (CIP) and security assistance-dedicated sustainment support management.

7.4.2.3. Because the IEMP is a technical, logistics, and engineering sustainment support service program, it is applicable to engines currently owned by member countries.

7.4.2.4. To ensure smooth transition from acquisition to sustainment support, countries are encouraged to join the IEMP managed and operated by the Oklahoma City Air Logistics Center (OC-ALC). Standard IEMP membership is based on a pro rata formula and FMS partner engine inventory. However, some security assistance partners involved in the acquisition and fielding of an engine may seek upfront assistance, information, technical data and other support services necessary to smoothly transition their active forces and facilities to accommodate ownership in advance of delivery. Security assistance partners that desire pre-delivery assistance must document any special requirements or services they need in a Letter of Request (LOR) and submit them for processing. FMS countries will be directed to the appropriate program office for weapon system pre-delivery support information. The propulsion program office will provide all of the engine pre-delivery support necessary to meet FMS partner needs. Any IEMP currently providing pre-delivery support services will cease and desist as soon as their current program support arrangements have concluded and no further pre-delivery agreements of any kind will be negotiated with potential IEMP member countries. Costs associated with tasks, activities, and support benefiting all IEMP members will be billed to them on a pro rata basis. Costs associated with tasks, activities and support for an individual IEMP member partner will be billed in full to that member separately.

#### **7.4.3. IEMP Organization.**

7.4.3.1. Because the IEMP is funded by FMS members, the IEMP will be readily identifiable, both by name and function, within the ALC organizational structure. The IEMP is a separate organization dedicated exclusively to the service of FMS purchasers. This ensures proper utilization of foreign-owned materiel, assets, and funds.

7.4.3.2. The IEMP has authority to directly interface with other ALC branches and appropriate engine managers.

7.4.3.3. The IEMP has a dedicated chief.

7.4.3.4. The IEMP staff is composed of logistical, technical, engineering, and clerical personnel. O&M-funded personnel will not be assigned to the IEMP. Dedicated IEMP personnel will not be matrixed out.

7.4.3.5. Only personnel assigned to the IEMP, or certified by the IEMP chief as directly augmenting the IEMP, are authorized to use line item case funds. Under no circumstances will any costs relating to the IEMP be borne by the USG, nor will the partner bear any cost related to AF activity.

7.4.3.6. Direct communications between the IEMP and member countries are authorized and encouraged. IEMPs will ensure that CCMs are advised as appropriate.

7.4.3.7. AFSAC/XP will conduct an annual review of each IEMP. Periodic status reports may be requested as required. In addition, major issues (e.g., fleet groundings that affect foreign aircraft) will be reported to AFSAC/XP with an information copy to SAF/IAPX as soon as they occur, with updates every 30 days until the issue is resolved.

**7.4.4. IEMP Functions.** The IEMP is the security assistance member's single point of contact (POC) for technical and logistical sustainment support, to include the CIP. The IEMP monitors logistics support and takes action to correct problems. The IEMP will ensure that partner requests, for which the IEMP is not responsible, are forwarded to the proper office of primary responsibility (OPR) for action.

**7.4.5. IEMP Managerial Responsibilities.** The IEMP is a SAF/IA program, delegated to AFSAC/XP for implementation and execution.

7.4.5.1. SAF/IAPX responsibilities include the following:

7.4.5.1.1. Providing final approval for forming, revising, and disbanding programs.

7.4.5.1.2. Providing program oversight.

7.4.5.2. AFSAC/XP oversight responsibilities include the following:

7.4.5.2.1. Establishing policy.

7.4.5.2.2. Approving waivers or deviations to established guidance.

7.4.5.2.3. Providing program direction and oversight.

7.4.5.2.4. Defining the scope of each program.

7.4.5.2.5. Conducting annual program reviews.

7.4.5.2.6. Observing annual IEMP/CIP reviews.

7.4.5.3. IEMP Chief responsibilities include the following:

7.4.5.3.1. Programming performance and financial management of the IEMP program.

7.4.5.3.2. Requesting waivers or deviations to established guidance from AFSAC/XP with info copy to SAF/IAPX.

7.4.5.3.3. Supervising the IEMP staff.

7.4.5.3.4. Being responsible for office equipment, resources, and supplies.

7.4.5.3.5. Financial management of FMS case funds.

7.4.5.3.6. Providing the AFSAC CM with an excess funds drawdown letter no later than 90 days prior to the case expiration date.

7.4.5.3.7. Issuing an official memorandum of impending partner membership lapse to the AFSAC CCM and CM 90 days prior to expiration of an IEMP LOA. Add the TCP/IEMP Coordinator, AFSAC/XP, as an information copy addressee on these notifications. These memorandums must advise the recipients of the potential termination of IEMP support services upon expiration of the member partner's current case and without full implementation of a follow-on case. In addition, the memorandum shall request the CCM to alert the member partner of this potential loss of IEMP service. A final follow-up will be issued by the IEMP 30 days prior to the expiration of the current case, advising the CCM of IEMP service suspension on the effective LOA period of performance end date. The IEMPs are organic elements of AFMC and are authorized to interact administratively and technically with all staff agencies within AFMC, the Air Logistics Centers (ALCs), Aeronautical System Center (ASC), AFSAC, and applicable engine contractors.

7.4.5.4. The IEMP manages the CIP for proven aircraft engines owned by security assistance countries for proven systems. The Air Force CIP manager provides contract administration services.

**7.4.6. IEMP Services.** The IEMP, through the propulsion management staff and the CIP, accomplishes the following:

7.4.6.1. Coordinates and interacts with the applicable offices in AFMC, ASC, and the ALCs and AFSAC to support its members.

7.4.6.2. Coordinates the development of follow-on logistics support requirements designed for each member's needs with other AF activities.

7.4.6.3. Manages the security assistance portion of the CIP program and coordinates all security assistance CIP actions between the member partner and CIP manager.

7.4.6.4. Provides a full range of AFMC support services to members.

7.4.6.5. Provides a mechanism to allow the exchange of information between the USG and members. Any exchange and release of information must comply with the provisions of US and DoD policy.

7.4.6.6. Resolves engine support problems reported to the IEMP. The IEMP and AFSAC International Logistics Branch (AFSAC/IARG) determine current status of critical item requisitions and, if possible, start action to expedite delivery. Deficiency reports (DR) are processed through the IEMP to ensure response and time compliance.

7.4.6.7. Receives requests for technical order (TO) revisions and improvement reports on behalf of member countries.

7.4.6.8. Assists countries in developing CSTOs as required. IEMP may assume responsibility for the provision of TO updates for a system no longer used by the DoD. This service may be done contractually under an additional line item.

7.4.6.9. Maintains total financial management responsibility of each member's case funds implemented to the IEMP.

7.4.6.10. Provides estimated logistics costs to support each member's needs.

7.4.6.11. Recommends inventory levels and determines maintenance actions and inspection intervals for items at the member's request by coordinating with the engine manager.

7.4.6.12. Notifies members about safety problems. The IEMP ensures that each program member has a current address to which it may report safety hazards or other problems.

7.4.6.13. When requested and member-funded, the IEMP provides technical assistance to members in mishap investigations, damage assessment, and contracting for repair.

7.4.6.14. Resolves flight safety problems.

7.4.6.15. Investigates, analyzes, and resolves service-revealed difficulties or problems reported by the engine user. IEMP accepts problems identified by the following means:

7.4.6.15.1. Deficiency reports (IAW) Chapter 5 of TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution System*).

7.4.6.15.2. Accident and incident reports.

7.4.6.15.3. Reports to contractor representatives.

7.4.6.15.4. Reports from Weapon System Logistics Officers (WSLOs).

7.4.6.15.5. Other AF personnel's written or oral reports through the IEMP chief.

7.4.6.15.6. Written or oral reports given at engine reviews.

7.4.6.16. Ensures engines will perform to model specifications.

7.4.6.17. Reviews opportunities and implements changes in order to accomplish the following objectives:

7.4.6.17.1. Increase time between inspection and overhaul intervals.

7.4.6.17.2. Improve engine maintainability, durability, and reliability.

7.4.6.17.3. Reduce logistics costs.

7.4.6.17.4. Improve engine parts.

7.4.6.18. Ensures engineering integrity of needed modifications.

7.4.6.19. Develops new or improved maintenance procedures and techniques. The IEMP will, at members' request, help to develop maintenance management programs.

7.4.6.20. Provides information for TO revisions.

7.4.6.21. Initiates, when appropriate, engineering of new support equipment for new parts, accessories, or maintenance and inspection functions.

**7.4.7. IEMP Service and Functions Not Provided.** The IEMP does not provide the following functions or services:

7.4.7.1. Increased basic engine performance beyond that found in the engine model specification (for example, thrust, specific fuel consumption, and weight).

7.4.7.2. Labor beyond that necessary for CIP service evaluation testing, unless specifically funded by the LOA.

7.4.7.3. Engineering support for the engine production process.

7.4.7.4. Data necessary for the manufacture of engines or changes to them.

7.4.7.5. Inspection activities of any kind.

7.4.7.6. Training requirements. Requests for training should be made to AFSAT/CC, Randolph AFB, Texas.

7.4.7.7. Routine requisition follow-up; AFSAC provides requisition follow-up.

7.4.7.8. CIP data for non-IEMP members.

7.4.7.9. TO status information. A partner's request for TO status information should be sent to the OC-ALC Security Assistance Technical Order Office (OC-ALC/ENGLC) TO publications case line manager, IAW TO 00-5-19, *Security Assistance Technical Order Program (Technical Manual)*.

7.4.7.10. Configuration control. It is the purchaser's responsibility to manage configuration of its engines.

#### **7.4.8. Engine CIP.**

7.4.8.1. The AF CIP manager manages the CIP on behalf of the propulsion product group manager (PPGM) for aircraft engines owned by both the AF and FMS countries. The CIP, funds follow-on engineering efforts to improve engine safety, reliability, maintainability, and serviceability (improved parts, maintenance techniques, increased inspection intervals, modifications, etc.).

7.4.8.2. The purpose of the CIP is to improve safety, reliability, maintainability, and serviceability. The CIP is not intended to expand basic engine performance characteristics (e.g., thrust beyond engine specifications). CIPs are specific to engine type. The major advantage of the CIP to the security assistance partner is that, by contributing a fair share of the total cost of a CIP, each participating member realizes the benefits of the total worldwide experiences of that engine.

7.4.8.3. CIP benefits are available only to IEMP participants. USG CIP information will not be available to countries that purchase engines through DCS unless they take part in the IEMP. Non-members will not receive CIP technical data and will not be allowed to purchase parts and/or equipment funded through the CIP program.

7.4.8.4. The AF CIP manager determines program funding requirements each year, receives approval from an executive engine advisory group, and initiates action to award an annual support contract to the prime engine manufacturer. Security assistance countries fund their membership in each CIP through the LOA process by a line implemented to the IEMP.

7.4.8.5. The nature and function of each engine CIP requires that the program be conducted on a long-term basis, because of continuous engine improvement requirements. All engine operators benefit from the resultant analyses, testing, user reports, improved parts/equipment, new authorized repair procedures, etc.

**7.4.9. Engineering Project and Proposal Process.** When a reported engine problem needs to be corrected, the contractor prepares an engineering project description (EPD). The EPD

must include a brief description of the problem and a general description of proposed corrective measures.

7.4.9.1. The CIP manager will review the contractor's EPDs and will approve the engineering work needed to prepare the engineering change proposal (ECP). The IEMP will inform program members of releasable ECPs. Program members should send their comments and recommendations for ECPs to the applicable IEMP. The System Support Manager/Development Support Manager (SSM/DSM) approves all ECPs except those ECPs that are member-unique. If requested, the SSM/DSM reviews member-unique ECPs and provides technical approval and recommendations to members through the IEMP.

7.4.9.2. The engine CIP can address purchaser-unique problems; however, depending on the scope and complexity involved, the resolution of partner-specific problems may require a separate LOA to fund the effort.

7.4.9.3. If a member requests the development of an ECP, the IEMP will determine whether the change applies to other members and, if so, will encourage the development of the ECP on a cost-sharing basis. Program members who accept an ECP and provide separate spares funding may benefit from reduced acquisition costs as a result of consolidated procurement. Routine changes are issued for part numbered items that are attrited due to the ECPs, which have been accepted for use in USAF engines. As a rule, the Air Force does not stock parts to support engine changes that are not in the Air Force engine inventory.

7.4.9.4. Program members have final acceptance authority for implementing ECPs in their fleet after the SSM/DSM approves the CIP ECP and the IEMP releases the ECP.

7.4.9.5. AF-published time compliance technical orders (TCTOs) are issued after a retrofit ECP is approved. Routine changes are issued for part numbers that are attrited due to ECPs that have been accepted for use in AF engines.

**7.4.10. Technology Restrictions and Foreign Disclosure.** The IEMP will coordinate with the local FDO if technology restrictions are applicable to advanced engines, engineering change proposals, or modifications. The FDO will review the delegation of disclosure authority letter (DDL) and other release guidelines. If no guideline or letter exists, a request for determination will be processed through AFSAC FDO (AFSAC/XPJ). SAF/IAPD will make final determination on all IEMP disclosure issues when requested by AFSAC/XPJ.

**7.4.11. IEMP Reviews.** There are two types of reviews: individual in-country reviews and within-CONUS reviews. The agenda will include a review of projects and their results, financial statuses, common technical problems and goals, and ways of improving the program.

7.4.11.1. CONUS reviews will occur on an as-required basis. The AF CIP manager and IEMP will host the review. All members are invited to attend USG-sponsored reviews. Security assistance members are responsible for their own travel costs. Travel expenses for countries cannot be included in LOAs.

7.4.11.2. Individual partner reviews are held in the partner's country when requested. In-country reviews are encouraged because they provide cross-feed of information at the

working level. AF participation is funded through the appropriate IEMP LOA or through a separate LOA.

#### **7.4.12. FMS Cases for IEMP.**

7.4.12.1. For engines managed by ASC that are still in the early stages of production, fielding/deployment, and operational support, participation in the CIP will be a condition of sale and will be included in the supporting "S" case.

7.4.12.2. Members can comment on ECPs or similar program items; however, only the DSM may approve ECPs.

7.4.12.3. For engines under the cognizance of the ALC, participation in the IEMP is encouraged. If a partner chooses to take part in the IEMP, the LOA should be processed as a "G" case.

7.4.12.4. The partner must submit an LOR defining their requirements and whether to amend the current case or write a new LOA to the AFSAC CCM no later than (NLT) six months prior to the expiration date of the current case. The CCM will validate the LOR and input the appropriate data into the Defense Security Agency Management System (DSAMS) and task the CM to obtain the LOA data (LOAD) from the IEMP.

7.4.12.5. LOAs will include a statement informing each member that they are responsible for travel and per diem expenses necessary for their representatives to be at CONUS IEMP reviews, regional IEMP reviews, or in-country IEMP reviews.

7.4.12.6. Notes in IEMP LOAs explain the services available to the partner under the IEMP, and state AF and member responsibilities. These notes will also state any special requirements of the member.

7.4.12.7. LOAs will have the following lines:

7.4.12.7.1. Line 001: CIP - Contractor Services.

7.4.12.7.2. Line 002: Internal Services - IEMP salaries, benefits, supplies, equipment, CONUS travel, etc.

7.4.12.7.3. Line 003: Overseas Travel - Funds for IEMP personnel travel to and from the IEMP member to conduct engine business, e.g., IEMP reviews. This line is at the member's option and is not a requirement to participate in the program. Only personnel assigned to the IEMP or providing temporary direct technical support to the IEMP may use these funds. This line is not intended for travel to CONUS of any in-country personnel, Security Cooperation Office (SCO) personnel, contractors, etc., in support of their individual partner.

7.4.12.7.4. Line 004: Contract Services - Funds for engineering or technical assistance that exceed the IEMP internal capability, which may include contractor travel to technically augment the IEMP. Services such as engineering or technical investigation, and printing and reproduction of data may also be funded under this line item. This line is an option and is included at the discretion of the purchaser.

7.4.12.8. A statement to this effect will be included in the notes for each IEMP LOA: IEMP participation is assumed to be a continuing requirement unless the partner's LOA signatory authority notifies the AFSAC CM (information copy to the IEMP, SAF/IA



Country Director, SAF/IAPX, and AFSAC/XP) that they will no longer participate. The notification period is 180 days prior to expiration of the current LOA to allow sufficient time to adjust pro rata shares for remaining countries.

7.4.12.9. IEMP LOAs are typically “G” cases, prepared, implemented and administered by AFSAC. However, these services may be provided as line items on other cases (i.e. “Q” or “S”). Any IEMP member requirements associated with Computer Program Identification Numbering (CPINs), CSTOs, engineering drawings, software, tactical manuals, TOs, and technical publications (not typically TCP/IEMP related) must be requested by IEMP member countries on “P” cases to cover production, reproduction, and distribution. IEMP country LORs should specify the dollar amounts by engine type and each must be designated as classified or unclassified. Each IEMP is responsible for conducting and financially managing the program. All lines where services are administered by the IEMP will be implemented by the IEMP only.

7.4.12.10. Only the IEMP Chief and Financial Manager may direct the line item management responsibility or the expenditure of these funds.

#### **7.4.13. Determining IEMP Inventory.**

7.4.13.1. Individual IEMP chiefs are responsible for annually verifying respective member countries’ engine inventories as the basis for developing LOAs. The individual IEMPs will request that their members (current and potential) provide a listing (to include engine serial numbers, model numbers, etc.) in writing, reflect anticipated inventories at the start of each program year. The pro-rata share of a given IEMP or CIP for a specific program year is based on the total quantities of that engine in the inventory at the start of each program year.

7.4.13.2. The criterion for including an item in the current year LOA inventory is that the engine or engine module is either currently capable or could in the future be capable of receiving the benefit from IEMP membership. Engines in the following conditions are deemed incapable of receiving benefit from IEMP membership and will be excluded from the inventory:

7.4.13.2.1. Destroyed engines/modules.

7.4.13.2.2. Static engine/module displays.

7.4.13.2.3. Engines/modules in non-recoverable storage (those not protected against deterioration).

7.4.13.2.4. Engines/modules designated for long-term parts cannibalization.

7.4.13.3. The IEMP chief is the final authority on whether an engine will be included in a member’s chargeable inventory. If inventory quantities are not provided by a member in a timely manner, the previous year’s inventory, plus or minus any documented changes, will be used.

7.4.13.3.1. Requiring IEMP financial management personnel to adjust every time member partner’s inventory increases or decreases results in adjusting all member countries pro rata fees intermittently. The potential for constantly adjusting IEMP budget can have serious consequences that adversely impact budgetary planning, budget execution, and contract funding. The frequency of member partner inventory

adjustments could promote turmoil in IEMP communities and pose problems for individual partner members who would be forced to deal with constantly fluctuating pro rata fees throughout the year.

7.4.13.3.2. Members need to provide inventory adjustments in conjunction with their LOR submissions.

7.4.13.3.3. Financial adjustments for both inventory increases and reductions will be accomplished during the subsequent program year.

#### 7.4.14. **Determining IEMP Membership Cost.**

7.4.14.1. CIP Rate. The CIP rate per engine is determined by dividing the approved DoD CIP budget for each type, model, and series (TMS) of engine by the DoD inventory for each TMS engine for a given year. This valuation method is depicted in the formula below:

7.4.14.2. **(DoD CIP Budget for each TMS of Engine) / (DoD Inventory of each TMS Engine) = (DoD Rate per TMS of Engine).**

7.4.14.3. A partner's share is calculated by multiplying the DoD rate per TMS of engine by the partner's inventory for each TMS of engine for the given period. This valuation method is depicted in the formula below:

7.4.14.3.1. **(DoD Rate per TMS of Engine) x (Partner's Inventory for each TMS Engine) = (Partner's Share of CIP Cost).**

7.4.14.4. The total CIP cost for a given year is the sum of the DoD budget plus countries' contributed share.

#### 7.4.15. **Nonparticipation in IEMP.** The following applies to eligible purchasers that do not join the IEMP.

7.4.15.1. The AF may reject requisitions for engine parts and components improved by the CIP.

7.4.15.2. Engine parts superseded by parts improved or changed by IEMP efforts are not restocked by the AF to support the previous configuration.

7.4.15.3. The overhaul of security assistance partner engines is dependent on their participation in the respective IEMP. Overhauled engines usually receive the latest improvements resulting from that engine TMS's CIP. Because CIP components (parts or kits) are not available to non-IEMP members, and because old parts may no longer be stocked, there may be overhaul delays until an LOA is signed to fund the purchase and installation of CIP components.

7.4.15.4. Nonparticipants are not eligible for the following benefits:

7.4.15.4.1. Nonparticipants are not authorized to receive distribution of updated TOs that result from IEMP. TO supplements, changes, or revisions that result from the IEMP will not show a non-participant's engine configuration. Non-participants may require development of CSTOs that exclude IEMP changes. Development of CSTOs requires a separate case line item.

7.4.15.4.2. Nonparticipants will not receive TCTOs and kits developed by the IEMP.

7.4.15.4.3. Nonparticipants will not receive IEMP technical data, including ECPs and IEMP meeting minutes.

7.4.15.4.4. Nonparticipants will not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the engine CIP.

7.4.15.4.5. Nonparticipants will not receive technical assistance that is routinely provided under IEMP.

7.4.15.4.6. Nonparticipants cannot attend engine reviews.

#### **7.4.16. Engine Safety.**

7.4.16.1. Non-Hostile Partners. All non-hostile engine purchasers are informed of engine flight safety hazards by the SSM/DSM. However, safety flight TCTOs and repair procedures are only sent to IEMP member countries. The IEMP chief will ensure that SCOs are included as information addressees on all safety of flight TCTO messages in their respective countries. The intent is to keep the SCOs informed of the status of aircraft, engines, and missiles owned by the partners.

7.4.16.2. Suspended Partners. Partners that are suspended (but non-hostile) will normally be provided safety of flight information unless direction to the contrary is issued by SAF/IA. Suspended partners may receive safety-of-flight information only; they cannot receive items, including kits to correct a safety problem, or other services. There can be no contact at all with hostile countries.

7.4.17. **Engine Contractors.** If an IEMP non-member goes directly to a contractor to purchase CIP-type services, the contractor will not provide CIP information developed under the USG CIP or IEMP. The IEMP will inform prime engine and engine overhaul contractors about AF IEMP policy.

7.4.18. **IEMP Manpower.** IEMP manpower requirements will be validated IAW standard MRP submission procedure using off-line MRP format as shown in Attachment 4.

### **7.5. Aircraft/Missile Technical Coordination Program (TCP).**

7.5.1. The TCPs are USAF international affairs activities. TCPs provide follow-on sustainment support services (technical, engineering and logistics assistance) for aircraft, missile, precision attack pods, and related equipment. The TCP does not expand the basic performance (mission, design, and series) of a given type of system beyond that performance stated in its configuration item specification, except when permitted by SAF/IAPX. TCPs are AFMC programs; AFSAC/XP establishes guidance, provides program direction and oversight, and conducts annual program reviews. SAF/IAPX provides final approval for forming, revising, and disbanding the program group. Each TCP is responsible for program performance and financial management of the program. Since the TCP is a sustainment technical support program, it is applicable to aircraft and missile systems after delivery to the partner or as otherwise directed. Requests for waivers or deviations to guidance should be sent in writing to AFSAC/XP.

#### **7.5.2. General TCP Information.**

7.5.2.1. The purchase price of aircraft or missile systems does not include TCP follow-on technical support costs. TCP cost covers sustainment management of technical, engineering, and logistics support services. TCP membership exists on a shared basis, depending on the number of aircraft or missile systems a member possesses at the beginning of the program year.

7.5.2.2. Standard TCP membership is based on a pro rata of FMS partner weapon system, missile, or end item inventory. However, some security assistance partners involved in the acquisition and fielding of a weapon system, missile, or end item may seek upfront assistance, information, technical data and other support services necessary to smoothly transition their active forces and facilities to accommodate ownership in advance of delivery. Security assistance partners that desire pre-delivery assistance must document any special requirements or services they need in an LOR and submit it for processing. The program office will provide all of the weapon system, missile, or end item pre-delivery support necessary to meet FMS partner needs. TCPs are strictly technical, engineering, and logistics sustainment support service activities. FMS countries that have not taken delivery of a weapon system or end item are not eligible for pro rata sharing that TCP member countries receive.

7.5.2.3. Per an agreement reached at the 2008 TCP/IEMP Chiefs Meeting, FMS countries will be directed to the appropriate program office for weapon system pre-delivery support information. Any TCP currently providing pre-delivery support services will cease and desist as soon as their current program support arrangements have concluded and no further pre-delivery agreements of any kind will be negotiated with potential TCP member countries.

7.5.2.4. Security assistance partners do not have to join the TCP to purchase aircraft, missiles, low altitude navigation and targeting infrared for night (LANTIRN) system, LITENING or Sniper pods, but are encouraged to do so. The TCP aids its members in improving the serviceability, maintainability, and reliability of covered items (improved parts and maintenance techniques, improved inspection and overhaul intervals, modifications, etc.).

7.5.2.5. Costs associated with tasks, activities, and support benefiting all TCP members will be billed to them on a pro rata basis. Costs associated with tasks, activities and support for an individual TCP member will be billed in full to that member separately.

### **7.5.3. TCP Organization.**

7.5.3.1. Because the TCP is funded by FMS members, the TCP will be readily identifiable, both by name and function, within the ALC organizational structure. The TCP is a separate organization dedicated exclusively to the service of countries. This ensures proper utilization of TCP member-owned materiel, assets, and funds.

7.5.3.2. The TCP has a dedicated chief.

7.5.3.3. The TCP staff is comprised of engineering, logistical, technical, and clerical personnel. O&M-funded personnel will not be assigned to the TCP. Dedicated TCP personnel will not be matrixed out.

7.5.3.4. The TCP has authority to directly interface with other ALC activities and managers.

7.5.3.5. Only personnel assigned to the TCP, or certified by the TCP chief as directly augmenting the TCP, are authorized to use line item case funds. Under no circumstances will any costs relating to the TCP be borne by the USG, nor will the partner bear any cost related to AF activity.

7.5.3.6. Direct communications between the TCP and member countries is authorized and encouraged. TCPs will ensure that CMs are advised as appropriate.

7.5.3.7. AFSAC/XP will conduct an annual review of each TCP. Periodic status reports may be requested. In addition, major issues (e.g., fleet groundings that affect foreign aircraft) will be reported to AFSAC/XP with an information copy to SAF/IAPX as soon as they occur, with updates every 30 days until the issue is resolved.

**7.5.4. TCP Managerial Responsibilities.** The TCP is a SAF/IA program, delegated to AFSAC/XP for implementation and execution.

7.5.4.1. SAF/IA will perform the following TCP functions:

7.5.4.1.1. Provide final approval for forming, revising, and disbanding programs.

7.5.4.1.2. Oversee the program.

7.5.4.2. AFSAC/XP will perform the following TCP functions:

7.5.4.2.1. Establish guidance.

7.5.4.2.2. Approve waivers to or deviations from established guidance.

7.5.4.2.3. Provide program direction and oversight.

7.5.4.2.4. Define the scope of each program.

7.5.4.2.5. Conduct annual program reviews.

7.5.4.2.6. Observe annual reviews conducted by the TCPs.

7.5.4.3. The TCP chief will perform the following functions:

7.5.4.3.1. Program performance of his/her program.

7.5.4.3.2. Request waivers or deviations to established guidance from AFSAC/XP with informational copy to SAF/IAPX.

7.5.4.3.3. Supervise the TCP staff.

7.5.4.3.4. Responsible for office equipment, resources, and supplies.

7.5.4.3.5. Financial management of FMS case funds.

7.5.4.3.6. Provide the AFSAC CM with an excess funds drawdown letter no later than 60 days of the case expiration date.

7.5.4.3.7. Issuing an official memorandum of impending partner membership lapse to the AFSAC CCM and CM 90 days prior to expiration of a TCP LOA. Add the TCP/IEMP Coordinator, AFSAC/XP, as an information copy addressee on these notifications. These memorandums must advise the recipients of the potential

termination of TCP support services upon expiration of the member partner's current case and without full implementation of a follow-on case. In addition, the memorandum shall request the CCM to alert the member partner of this potential loss of TCP service. A final follow-up will be issued by the TCP 30 days prior to the expiration of the current case, advising the CCM of TCP service suspension on the effective LOA period of performance end date.

**7.5.5. TCP Functions.** The TCP is the security assistance member's single POC for technical sustainment support in maintaining, modifying (including repair assistance and contracting for actual repairs), and operating its aircraft and missiles systems. Issues concerning aircraft engines will be referred to the International Engine Management Program (IEMP). The TCP will ensure that partner requests for which the TCP is not responsible are forwarded to the proper OPR for action. In addition, the TCP performs the following functions:

7.5.5.1. Coordinates and interacts with the applicable offices in AFMC, ASC, and the ALCs and AFSAC to support its members.

7.5.5.2. Notifies members of safety problems. The TCP ensures that each program member has a current address to which it may report safety hazards or other problems.

7.5.5.3. Researches and recommends solutions to flight safety problems.

**7.5.6. Functions Not Provided.** The TCP does not provide the following functions:

7.5.6.1. Production or modification hardware kits or maintenance labor (with the exception of TCPs providing program or logistics management support for procurement of modification kits using FMS partner Mod Case funds).

7.5.6.2. Engineering support to the production process.

7.5.6.3. Training requirements. Requests for training should be sent to AFSAT, Randolph AFB, Texas.

7.5.6.4. P&A or LOA data studies for modifications, unless requested through DSAMS.

7.5.6.5. Release of data not currently a configuration of the member partner's account.

7.5.6.6. Inspection activity of any kind.

7.5.6.7. Configuration control. It is the purchaser's responsibility to manage configuration.

7.5.6.8. TO status information. A partner's request for TO status information should be sent to the OC-ALC/ENGLC, TO publications case line manager, in accordance with TO 00-5-19.

7.5.6.9. Routine requisition follow-up; AFSAC provides requisition follow-up.

**7.5.7. TCP Services.** The TCP provides the following common services. Member countries desiring additional services must submit an LOR and bear any additional associated costs.

7.5.7.1. Maintenance data. The TCP responds to requests in areas of data analysis, maintenance standardization, maintenance data collection (MDC), and programmed

depot maintenance (PDM). Additionally, the TCP may provide guidance to establish member-specific maintenance management programs.

7.5.7.2. Deficiency reports (IAW Chapter 5, TO 00-35D-54) for applicable items and related equipment.

7.5.7.3. Spares support. Technical guidance for follow-on non-standard item support.

7.5.7.4. Modifications. Development of individual implementation plans (in coordination with members) for released modifications. Approved modifications offer cost-effective ways to improve weapon systems or to correct materiel deficiencies. Specifically, modifications that can improve system performance, reliability, and maintainability or adapt systems to meet new or changing threats.

7.5.7.5. Technical data. The maintenance of a library of its members' CSTO.

7.5.7.5.1. TCPs may assume management responsibility for TOs and TO updates no longer used by the DoD. The transfer of responsibility will be made by agreement with the SPD and the TCP chief.

7.5.7.5.2. Country Standard TOs managed by the TCP may be contractually supported under an additional case line item.

7.5.7.5.3. The TCP will ensure procedures are followed to provide interim, operational, and safety technical orders to member countries.

7.5.7.6. The TCP is the USAF single POC to ensure input, processing, evaluation and reporting status of Air Force Technical Order (AFTO) Form 22, *Technical Manual (TM) Change Recommendation and Reply*, applicable to USAF and country standard items is submitted by member countries.

7.5.7.7. Configuration Status Accounting. On request, the TCP will assist member countries in establishing a configuration management system. The system will enable an audit of TCTO compliance, by aircraft, LANTIRN, LITENING, and Sniper pod serial number, based on data provided by the partner. Configuration accounting is not applicable to missiles.

7.5.7.8. Technical Problem Resolution. The TCP will evaluate and recommend solutions to problems identified by the members. The TCP will communicate such information directly to members for problem prevention or correction. The TCP investigates, analyzes, and resolves service-revealed difficulties or problems reported by the TCP members. TCP accepts problems identified by the following means:

7.5.7.8.1. Deficiency reports (IAW Chapter 5, TO 00-35D-54).

7.5.7.8.2. Accident and incident reports.

7.5.7.8.3. Reports to contractor representatives.

7.5.7.8.4. Reports from WSLOs.

7.5.7.8.5. Other AF personnel's written or oral reports through the TCP chief.

**7.5.8. Technology Restrictions and Foreign Disclosure.** If there are technology restrictions or other restrictive guidance on Engineering Change Proposals (ECPs) or

modifications, TCP personnel must consult the DDL and other release guidelines. If no written guidance exists, consult with the local FDO and/or SAF/IAPD for international technology release guidelines.

**7.5.9. Engineering Technical Changes for Aircraft/Missile Systems or Subsystems.** Initiating Engineering Services Task (EST) contracts and the release of applicable source data will be accomplished when the evaluation of reported problems indicate corrective action is necessary. If a problem is beyond both TCP and other USAF engineering capabilities, it is referred to a contractor who prepares EST contracts. EST contracts include a brief description of the problem and a general description of the proposed corrective action. ESTs that are accepted by participating countries will result in developing corrective measures, which are then reported in related ECPs. Copies of the ESTs and ECPs are sent to each TCP member for review and possible acceptance for their weapon system. TCP comments and recommendations accompany each EST and ECP.

7.5.9.1. Upon a contractor submission of an EST, the TCP reviews the engineering effort needed to prepare the ECP and makes recommendations before sending it to the member countries for approval. TCP member countries then furnish their own comments and recommendations on the EST and ECP to the TCP. Normally, a TCP will provide its member countries with additional help or consultation with the EST and ECP evaluation process when requested.

7.5.9.2. The TCP will try to consolidate like requirements from members with a given ECP. Member country peculiar requirements may call for changes to the ECP and result in increased individual member country cost. The addition of country peculiar requirements and associated cost increases must be funded and paid by the applicable member country.

7.5.9.3. An individual member country recommending an additional requirement that benefits other program participants and adds new program costs will be shared by all member countries accepting the ECP change.

7.5.9.4. An individual member country requesting the development of an ECP can result in the TCP determining that it applies to other members and championing its full or partial member group acceptance on a cost-sharing basis. Member countries that initially reject a proposed ECP, but later request the completed ECP, will be charged an appropriate nonrecurring cost to recoup the fees necessary to credit other participating member countries' investment in this development effort.

7.5.9.4.1. The TCP reviews and makes recommendations, from a technical standpoint, to ECPs that result from the aircraft/missile/attack pod member projects and makes them available to affected partner program members for review and possible acceptance. TCTOs and Country Standard Time Compliance Technical Orders (CSTCTOs) are issued as applicable in accordance with TO 00-5-19 reviews.

**7.5.10. TCP Reviews.** There are two types of reviews: worldwide reviews (WWR) and individual in-country reviews. The agenda will include a review of projects and their results, financial statuses, common technical/maintenance problems and goals, and ways of improving the program.



7.5.10.1. The WWR will occur on an as-required basis. The TCP will host the review. All members are invited to attend USG-sponsored reviews. Security assistance members are responsible for their own travel costs. Travel expenses for countries cannot be included in LOAs.

7.5.10.1.1. Disclosure guidance for TCP WWRs. TCP WWRs are USG-sponsored meetings. The TCP chief is responsible for the review and approval of briefings given at WWRs and for appropriate contractor participation during WWRs. Responsibility for compliance with foreign disclosure guidance remains with each TCP chief through the local FDO. If the TCP chief wishes to allow a non-USG-sponsored forum for contractors to brief or have discussions with countries, the following conditions must be met:

7.5.10.1.2. The USG-sponsored meeting must be separate and distinct from the non-USG-sponsored meeting.

7.5.10.1.3. Foreign attendees must be made aware through a disclaimer, or other means, of what is USG-sponsored and what is not sponsored by the USG.

7.5.10.1.4. Contractors must ensure that they have an export license for each attending partner or that their legal departments have determined that the information to be briefed, discussed, and provided on handouts does not require an export license. A copy of the determination will be provided in writing to the TCP prior to the meeting. The TCP chief will maintain a file of letters from participating contractors that they are in compliance.

7.5.10.1.5. An agenda for the WWR will be provided to AFSAC/XP no later than two weeks prior to the meeting. AFSAC/XP will not be responsible for clearing the agenda but will be available for consultation upon request.

7.5.10.2. Individual in-country reviews are held in the member's country when requested. In-country reviews are encouraged because they provide a cross-feed of information at the working level and provide for a maximum number of partner personnel to attend and benefit from the reviews, as well as actively contribute to the program. As determined by the TCP chief, AF personnel may be funded through the appropriate TCP LOA line, to participate on in-country reviews if deemed necessary, in order to augment the TCP team's technical, engineering, or logistics service functions.

#### **7.5.11. FMS Cases for TCP.**

7.5.11.1. TCP LOAs are typically "G" cases, prepared, implemented and administered by AFSAC; however, these services may be provided as line items on other cases (i.e. "Q" or "S"). Any TCP member requirements associated with CPINs, CSTOs, engineering drawings, joint munitions effectiveness manuals (JMEMs), software, tactical manuals, TOs, and technical publications (not typically TCP/IEMP related) must be requested by TCP member countries on "P" cases to cover production, reproduction, and distribution. TCP country LORs should specify the dollar amounts by aircraft, missile, or pod, and each must be designated as classified or unclassified. Each TCP is responsible for conducting and financially managing the program. All lines where services are administered by the TCP will be implemented by the TCP only.

7.5.11.2. When a TCP member buys additional aircraft/missiles managed by the TCP, a new FMS case for the TCP is not required. Instead, a statement will be included on the attachment to the LOA stating the purchaser agrees to continue participation in the aircraft/missile TCP.

7.5.11.3. LOAs for aircraft/missiles TCPs will include the following line items:

7.5.11.3.1. Line 001 - Internal services include personnel costs, facilities, supplies, CONUS travel, technical publications, and equipment for the exclusive technical support of the participating security assistance countries. The TCP is responsible for accountability of equipment.

7.5.11.3.2. Line 002 - Contract services fund projects that exceed the TCP's internal capability when requested by the partner. Services such as contractual engineering, technical investigation supports, printing, and reproduction of data may be funded under this line item.

7.5.11.3.3. Line 003 - Overseas travel surveys funds the outside continental United States (OCONUS) travel expenses of the TCP personnel as requested by and in support of a member. Expenses of other AF technical personnel augmenting the TCP, including salaries, are also reported on this line item. This line is optional and is not required to participate in the program. Only personnel assigned to the TCP or providing temporary/direct technical, engineering, or specialized logistics support service expertise to the TCP may use these funds. This line is not intended for travel to CONUS of any in-country personnel, SCO personnel, contractors, etc., in support of their individual partner.

7.5.11.4. Lines for aircraft structural integrity program (ASIP), site/safety surveys, surveillance testing, modification teams, etc., may be added when approved by the TCP chief and implemented to the TCP. U.S. non-TCP government personnel and FMS representatives may not direct the line item management responsibility or the expenditure of these funds.

#### **7.5.12. LOAs for TCPs.**

7.5.12.1. A TCP member must submit an LOR defining their requirements and whether to amend the current case or write a new LOA to the AFSAC CCM NLT six months prior to the expiration date of the current case. The CCM will validate the LOR and input the appropriate data into DSAMS and task the CM to obtain LOAD from the TCP. This is necessary to ensure uninterrupted support.

7.5.12.2. The LOA will state that it is each member's responsibility to budget for travel and per diem expenses for their personnel to attend both CONUS and in-country TCP reviews. These funds cannot be part of the LOA.

7.5.12.3. The LOA will include a note that explains the services provided to the partner under the TCP, including AF responsibilities and partner's responsibilities to the program and requirements that are unique to the purchaser's program.

7.5.12.4. TCP participation is assumed to be a continuous requirement unless the member partner's LOA signatory authority notifies the AFSAC CCM (information copy to the TCP, AFSAC/XP, the SAF/IA Country Director, and SAF/IAPX). Notification to

terminate TCP membership must be made no later than 180 calendar days prior to expiration of the current LOA. An LOA Note will be included in the TCP LOA outlining this requirement.

**7.5.13. Membership.** Membership in the TCP is for a minimum of three years and LOAs will be written to reflect a period of 1-36 months. TCPs are cost sharing programs; therefore, membership must be stable to ensure maximum benefits to all members. Furthermore, multi-year memberships ensure uninterrupted weapon system support.

**7.5.14. TCP Costs.** TCP members must share program costs on a pro rata basis. A participant's share of TCP cost is based on the total quantity of aircraft/missiles/precision attack pods possessed by a member at the beginning of the program year.

7.5.14.1. TCP inventory and cost determination. Individual TCP Chiefs are responsible for annually verifying respective member countries' aircraft/ missiles inventories as the basis for developing LOAs. The individual TCPs will request their members (current and potential) to provide a written list reflecting anticipated inventories at the start of each program year. The partner confirmation will consist of a listing (e.g., aircraft tail numbers or number of missiles) and configuration for accounting traceability. The pro-rata share of a given TCP for a specific program year is based on the total quantities in the member's inventory at the start of each program year. If inventory quantities are not provided in a timely manner, the previous year's inventory, plus or minus any documented changes, will be used.

7.5.14.2. The criterion for including an item in the current year LOA inventory is that the aircraft/ missile/precision attack pod is currently capable or could in the future be capable of receiving benefit from TCP membership. Systems in the following statuses are deemed incapable of receiving benefit of TCP membership:

7.5.14.2.1. Destroyed units.

7.5.14.2.2. Units used as or in static displays (does not include units set aside or parked).

7.5.14.2.3. Units in non-recoverable storage (units not protected against deterioration).

7.5.14.2.4. Units designated for long-term parts cannibalization.

7.5.14.3. Systems undergoing modification/PDM will continue to be charged pro rata since the partner may require assistance from the TCP. The TCP chief is the final authority on whether a unit should be included in the LOA chargeable inventory.

7.5.14.4. TCP participation will also include aircraft/missiles produced in a partner's country under license agreement with a US manufacturer. Items produced under license agreement with a US manufacturer and supported by AF-managed TCPs are considered part of the worldwide TCP inventory.

**7.5.15.** Inventory requiring TCP financial management personnel to adjust every member partner's inventory increases or decreases results in adjusting all member countries pro rata fees intermittently. The potential for constantly adjusting TCP budget can have serious consequences that adversely impact budgetary planning, budget execution, and contract funding. The frequency of member partner inventory adjustments could promote turmoil in

TCP communities and pose problems for individual partner members who would be forced to deal with constantly fluctuating pro rata fees throughout the program year.

7.5.16. Countries may request adjustments to inventory quantities by writing to the TCP chief and stating the justification for the adjustment (e.g., destroyed in mishap or transferred to another partner). Information must be included on the disposition of the aircraft or missiles (e.g., destroyed in mishap or transferred to another partner). Financial adjustments for both inventory increases and reductions will be accomplished during the subsequent program year.

7.5.17. **Nonparticipation in TCP.** Eligible purchasers who decide not to take part in the TCP will not receive the following benefits:

7.5.17.1. Will not receive TO supplements and revisions that result from TCP efforts (not shown in the nonparticipant's aircraft/missile configuration).

7.5.17.2. Will not receive TCTOs developed through the TCP for partner-standard equipment, except to document safety-of-flight hazards.

7.5.17.3. Will not receive TCP technical data, including ECPs and TCP meeting minutes.

7.5.17.4. Will not receive TCP technical assistance. Non-member countries that request technical assistance or support from the TCP will be encouraged to join the TCP. However, if the partner does not join the TCP, it will be referred to the SPD for support. A case may be required to provide the requested support which will be fully funded by the partner.

7.5.17.5. Are not authorized to receive distribution of updated TOs that result from TCP activities. Development of CSTOs requires a separate case line item. Release of TO updates will be at the discretion of the SPD.

7.5.17.6. Cannot attend TCP reviews.

7.5.17.7. Will not receive data for new or improved maintenance practices, or extension of inspection and overhaul intervals developed by the TCP.

7.5.18. **Safety.** The TCPs will inform all non-hostile countries of safety-of-flight hazards. The TCP chief will ensure that SCOs are included as information addressees on all safety-of-flight TCTO messages for their respective countries. The intent is to keep the SCOs informed of the status of aircraft, engines and missiles owned by their partners.

7.5.19. **Suspended Countries.** Countries that are suspended (but non-hostile) will normally be provided safety-of-flight information unless direction to the contrary is issued by SAF/IA. Suspended countries may receive safety-of-flight information only; they cannot receive items, including kits to correct safety problems, or other services. There will be no contact at all with hostile countries.

## **7.6. Leases, Loans, and Temporary Custody of AF Equipment.**

7.6.1. Leases are authorized to countries under the AECA, when it is determined that there are compelling foreign policy and national security reasons for providing such articles on a lease, rather than a sales basis, and the articles are not needed for USG use during the proposed lease period. DoD 5105.38-M, Chapter 11, provides guidance for the preparation,

coordination, and implementation of a lease agreement. Leases are written and managed by AFSAC International Logistics Branch (AFSAC/IARS).

**7.6.2. FMS Lease Support Cases.** Leases are not FMS transactions and are not entered into the DSCA 1200 System. A lease will not be provided on an LOA, but a support LOA will be used for packing, crating, handling, transportation (PCH&T), and inspection of the articles (for shipment and on return) and associated restocking fee, and sale of associated articles and services, including refurbishment of the defense articles required prior to, during, or after the lease period. The support LOA will be used to recover applicable costs if an article is lost, damaged, or destroyed during the lease period.

**7.6.3. Lease Data.** AFSAC will coordinate with the appropriate program office and the cognizant Air Staff agencies to determine availability, normal life, and acquisition cost of articles to be leased. Deputy Chief of Staff for Strategic Plans and Program/Directorate of Programs (AF/A8P) determines availability of aircraft and missiles. Deputy Chief of Staff/Logistics, Installations, and Mission Support (AF/A4/7) approves the release of war reserve materiel (WRM). AFSAC determines the rental cost. Lease data and files will be maintained and managed through DSAMS.

**7.6.4. Lease Coordination.** Besides the standard internal coordination, leases must also be coordinated with the following offices:

7.6.4.1. AF/A4/7 and Deputy Chief of Staff/Operations, Plans, and Requirements (AF/A3/5) (if any adverse impact on AF readiness is expected).

7.6.4.2. Assistant Secretary of the Air Force/Acquisition (SAF/AQ), AF/A4/7 and AF/A3/5 (if significant combat equipment is included).

7.6.4.3. Deputy Chief of Staff/ Strategic, Plans and Programs (AF/A8) for all aircraft to be leased.

**7.6.5. Lease Processing.** The CM prepares the lease and determination according to the format in DoD 5105.38-M. A "Z" case designator for identification and control is obtained through DSAMS. If the lease involves INFOSEC, the designator will be established in the "ZO" series. Once the lease has been signed, the CM will issue an International Program Directive (IPD) to implement the program. The implementing agency or DSCA may require a certificate of delivery when a leased item(s) is provided to the lessee. The implementing agency is responsible for tracking and monitoring the lease to ensure conditions of the lease agreement are followed.

**7.6.6. Lease Duration.** Leases shall be for a fixed time not to exceed five years and shall provide that at any time during the leasing period, the USG may terminate the lease and require the immediate return of the defense article(s).

**7.6.7. Lease Amendments may be used to renew or change existing leases.** Changes such as payment schedules, Schedule A items, or revised durations are authorized; however, a Lease Amendment may not be used to add new or additional items to the Schedule A with an effective date different from the effective date of the lease.

**7.6.8. Congressional Notifications.** Section 62(a) of the AECA requires that leases of one year or longer must be reported to Congress no less than 30 days before entering into or renewing an agreement. If a lease for less than one year is renewed (amended), so that the

total period of the original lease and the renewals equals or exceeds one year, the renewal causing the one year period to be reached or exceeded must be reported to Congress 30 days before being entered into. However, the notification period for North Atlantic Treaty Organization (NATO), NATO member countries, Australia, Japan, Republic of Korea, and New Zealand is no less than 15 days. Subsequent renewals require a new notification.

**7.6.9. Lease Closure.** AFSAC will notify DFAS-IN/JAX that a lease can be closed. DFAS will make the final determination whether the lease can be financially closed, and will take appropriate action.

**7.6.10. Loans of Air Force Equipment.**

7.6.10.1. Loans of Air Force defense articles to any friendly partner or international organization may be arranged under exceptional circumstances by the authority of Section 503 of the Foreign Assistance Act of 1961, as Amended.

7.6.10.2. Section 65 of the AECA authorizes the loaning to NATO member countries and countries allied with NATO of materiel, supplies, or equipment for the purpose of carrying out a program of cooperative research, development, testing, and evaluation. The acceptance of an LOA or a gift by NATO countries or countries allied with NATO is also authorized for such purposes.

**7.7. Section 30 Sales.**

7.7.1. Section 30 of the AECA, permits the sale of government manufactured defense articles, government furnished equipment (GFE), government furnished materiel (GFM), and related defense services to US companies under certain conditions.

**7.7.2. LORs for Section 30 Sales.** The US company should send the LOR to AFSAC/CC. AFSAC/XP will forward the request to AFMC, Contract Law Division (AFMCLO/JAN) for a legal opinion on whether the proposed sale is eligible under Section 30 of the AECA. If approved, AFSAC/XP will assign a twoplacement US company code (numeric plus alpha) and assign a regional division to handle the sale. The CM will assign a pseudo-case identifier using the US company code and case designator. No entries will be made in the DSCA 1200 System.

7.7.2.1. The CM will ensure that the LOR is in accordance with Section 30 of the AECA and DoD 5105.38-M before further processing, which includes submitting a copy of the export license, if required. If there are competing foreign requests, the CM will obtain a DSCA decision on allocation of assets.

**7.7.3. LOAD for Section 30 Sales.** The CM will request LOAD as is done normally for FMS. LOAD requests must ask for information on AF appropriation to be reimbursed and for breakout of cost elements.

**7.7.4. Sales Agreements.** The CM prepares and processes sales arrangements. The CM will include in the sales agreement only one cost, which will include administrative charges; PCH&T charges (FMS accessorial rates for PCH&T); and other applicable costs.

7.7.4.1. If accepted, the CM will implement with an IPD and will perform the following functions:

7.7.4.1.1. Ensure that the check received from the US company is sent to the implementing command's accountable AF Budget Office for processing.

7.7.4.1.2. Ensure that, if more than one command or agency is involved in implementation, the check is sent to the appropriate AF Budget Office for deposit and for processing of proper vouchers to each command or agency. The IPD should show the proportionate share of the administrative charge and how these charges will be allocated to each command or agency.

7.7.4.2. Any changes to the sales agreement, such as financial delivery performance, must be reported to the CM.

**7.7.5. Section 30 Sales for Selective Availability Anti-Spoofing Security Modules (SAASM).** SAASM security devices can be sold through direct commercial sale (DCS) to NATO countries and Australia under limited conditions.

## **7.8. SCO Personnel Selection and Training.**

7.8.1. A Security Cooperation Organization (SCO) is located in a foreign partner country and performs assigned responsibilities related to the execution of security assistance management functions under Section 515 of the FAA. The personnel selected to staff these organizations must meet the criteria described herein.

7.8.2. **Selection Procedures.** SCO assignment qualification criteria, selection procedures, and selection approval authority are listed in DoDI 5132.13, *Staffing of Security Cooperation Organizations (SCOs) and the Selection and Training of Security Cooperation Personnel*, and AFI 36-2110, *Assignments*. SAF/IA will review and approve all AF personnel nominated for all key SCO billets and will perform all military service responsibilities in accordance with DoDD 2055.3, *Manning of Security Assistance Organizations and the Selection and USDP Training of Security Assistance Personnel*. After a member is placed on assignment, Deputy Under Secretary of the Air Force/International Affairs, International Airmen Division (SAF/IAPA), will assist Air Force Personnel Center (AFPC) in scheduling pre-departure briefings and consultations.

7.8.3. **Pre-Departure Training for Security Assistance Duties.** Once approved, selected personnel will be scheduled for appropriate language training, management training, pilot qualification, and other training, as required. All AF personnel assigned to an SCO billet will attend orientation training in Washington, DC prior to their PCS. The *SCO Tailored Training Approach Handbook*, published by the Defense Institute of Security Assistance Management (DISAM), shall be used as a guide in scheduling preparatory training.

7.8.3.1. Training at DISAM and orientation at DSCA may be waived only by the Director, DSCA. Other training and orientation may be waived only by the unified command or the providing military service with concurrence of the unified command.

7.8.3.2. Travel and per diem costs associated with pre-departure training will be paid by AF appropriations in accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures* and AFI 36-2201, *Air Force Training Program*. Orientation training and briefings at unified commands and Washington, DC will be charged to the appropriate security assistance funds. DISAM will fund those training courses.

## **7.9. Worldwide Warehouse Redistribution Services Program (WWRS).**

7.9.1. The USAF provides, through WWRS, a materiel listing and transfer service for materiel held by partners and international partners to fill other FMS or USG requirements consistent with US law. This function is provided under Section 21 of the AECA, which provides for the sale of defense services, and subsection (m), which allows for the return of non-significant military equipment (non-SME) categorized defense articles. Non-SME (as defined in the AECA) transfers under WWRS rules do not constitute a third-party transfer; rather, the transfer process outlined in subsection (m) is used, and consists of two separate two-party transfers.

7.9.2. **Partner Participation.** All partners are automatically considered participants as buyers in the WWRS program. If AFSAC is not advised, any eligible FMS requisition could be filled by the WWRS. Purchasers of WWRS materiel utilize their existing Army, Navy, or AF FMS blanket order requisition cases to order WWRS-listed materiel. The WWRS program interfaces with the Cooperative Logistics Supply Support Arrangement (CLSSA), the Parts Repair and Ordering System (PROS), and the AF FMS Retention programs in order to select the best method of support for the partner. Partners can decline using the WWRS program as a method of supply by advising AFSAC.

7.9.3. **Seller Participation.** In order to participate as a materiel seller, the partner must establish an LOA for WWRS services with AFSAC or the Naval Inventory Control Point (NAVICP).

7.9.3.1. Seller's WWRS case. WWRS cases are prepared by AFSAC (for redistribution of AF or Army FMS-acquired materiel) or NAVICP (for redistribution of Navy FMS materiel). The WWRS LOA is written as a blanket-order value-controlled services case. The LOA contains special financial terms and arrangements for the automatic transfer of funds from the partner's WWRS trust fund to the WWRS LOA. A WWRS line may be added to a new or existing case, provided the case designator type-allows for addition of a services line.

7.9.3.2. Financial guidance. The WWRS redistribution services fee is paid by the selling partner. Selling countries are responsible for the WWRS fee and inbound transportation costs. Sales proceeds are deposited in the selling partner (6Q) account at Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX). Buying countries are responsible for cost of the materiel and CONUS transportation cost.

7.9.4. **WWRS Program Office Manpower.** WWRS Program Office Manpower requests are documented IAW standard SAMRS MRP submission procedure, validated by the local manpower office, coordinated and approved through the AFSAC Business Operations Office (AFSAC/XPO), and approved by SAF/IAPX.

7.9.4.1. WWRS manpower will be justified based on the work center's historical workload and will be adjusted based on increasing or decreasing workload.

7.9.4.2. WWRS manpower requirements will be funded with the fee charged to the registered sellers in the WWRS Program on all parts sold to FMS partners through WWRS.



## **7.10. Missile Technology Control Regime (MTCR) Program.**

7.10.1. The MTCR is an informal international political arrangement designed to control the proliferation of rocket and unmanned air vehicle systems (and their associated equipment and technology) capable of delivering weapons of mass destruction. It was formed in 1987 and has since been expanded to include 34 member countries. The regime controls are applicable to such rocket and unmanned air vehicles as ballistic missiles, space launch vehicles, sounding rockets, unmanned air vehicles, cruise missiles, drones, and remotely-piloted vehicles capable of delivering a 500-kilogram (1102-pound) payload at least 300 kilometers (186 miles).

### **7.10.2. General MTCR Information.**

7.10.2.1. Although the regime is voluntary on the part of each signatory partner, various countries, including the US, have passed laws restricting the export of MTCR-controlled items (see AECA -- 22 U.S.C. 43-71(b) (2)). In this regard, both the DoS and the Department of Commerce (DoC) have a role in regulating the export of MTCR-controlled items. The DoD assists these agencies by identifying MTCR-controlled items that foreign partners have requested to purchase through FMS. As part of the MTCR LOA review process, LOAs will be reviewed for potential MTCR-controlled items during development and prior to the coordination for MILDEP signature.

7.10.2.2. The DoD, through DSCA, is responsible for reviewing LOAs for possible MTCR-controlled items. These established review procedures serve to expedite LOA processing times, while ensuring compliance with MTCR legislation.

7.10.3. **MTCR LOA Review Process.** A review of LOAs for MTCR-controlled items will be conducted during the pre-LOA work-up. A confirmation that reviews took place is accomplished during final coordination of the LOA for MILDEP signature.

7.10.3.1. **MTCR Reviews.** For LORs received at case-writing activities, (i.e. AFSAC or AFSAT) that require processing of LOAD requests to sources of supply, follow guidance starting at paragraph 7.10.3.1.1. In the case of requests for Global Positioning System (GPS) items, the LORs from partners should include completed GPS MTCR Checklists (see Attachment 16; the latest version of the checklist can be obtained from the AFSAC "D" case process owner). For LORs which will result in blanket order lines assigned to AFSAC or blanket order training cases assigned to AFSAT and not tasked out for LOAD, follow guidance starting at paragraph 7.10.3.1.7. For LORs which will result in defined order lines assigned to AFSAC that will have orders filled via the PROS, see guidance starting in paragraph 7.10.3.1.8.

7.10.3.1.1. The program office, program manager, or equivalent-level office shall perform a technical review of each LOAD request, as early in the LOA development process as practical. This review will identify any possible MTCR-controlled items contained in the LOAD request or envisioned to be part of the associated program. In order to ensure a standard quality technical review, MTCR reviews must be accomplished either by personnel who have completed the DSCA-approved Missile Technology Proliferation Course, or who have equivalent experience in the area of the MTCR and ballistic missile proliferation. The AF MTCR POC at AFSAC/XPO is required to maintain a roster of personnel qualified to perform MTCR reviews and

shall forward an updated roster to SAF/IAPX within 30 days after personnel have completed MTCR training.

7.10.3.1.2. There is to be documentation in DSAMS “case remarks” of determination whether LOAD contains possible MTCR items (YES or NO).

7.10.3.1.2.1. DSAMS “case remarks” should indicate line number, full Military Articles and Services List (MASL) line, line description, and name of certified MTCR reviewer. If there are subsequent line changes, accomplish new “case remarks” with reference by date to the prior “case remarks” entry.

7.10.3.1.3. For “YES” determinations, the program manager is to ensure that an assessment with a list of possible MTCR items is sent in e-mail format to AFSAC/XPO where the list is either verified by the AF MTCR POC or returned for re-work.

7.10.3.1.4. The MTCR assessment is to include the following elements:

7.10.3.1.4.1. Complete case identifier.

7.10.3.1.4.2. A general case description, identifying major associated systems.

7.10.3.1.4.3. MASL number of the item(s) (if known).

7.10.3.1.4.4. Nomenclature and quantity of each item.

7.10.3.1.4.5. Full and detailed description of each item, to include manufacturer (if known).

7.10.3.1.4.6. Reason articles are identified as potential MTCR-controlled items.

7.10.3.1.4.7. Purchasing/end-user partner.

7.10.3.1.5. Assessments verified by the AF MTCR POC are passed to the DSCA MTCR POC who either approves and forwards to the DoS or returns for re-work. In passing to the DSCA MTCR POC, the AF MTCR POC courtesy copies the CM, CCM, and SAF/IAPX.

7.10.3.1.5.1. The DoS either approves or disapproves the transfer and provides notice to DSCA and other appropriate parties involved via e-mail. Disapproved items cannot be included on an LOA.

7.10.3.1.6. The LOA transmittal document to DSCA must have an entry in the MTCR “YES or NO” section. If yes, then the date that the MTCR assessment was sent to DSCA is to be indicated and a copy of the assessment is to be attached. Defense Security Cooperation Agency, Operations Directorate, Case Writing Division (DSCA/OPS/CWD) checks and confirms the MTCR information.

7.10.3.1.7. For blanket order case lines or blanket order training cases where items to be ordered are not known upfront, the MTCR entry in DSAMS case remarks is to be “NO.” If blanket order requisitions are later stopped by system edits for possible controlled or sensitive items, the AF MTCR POC is to confirm that the item is authorized on an end item LOA before approving requisition release. Otherwise, the requisition needs to be cancelled and submitted on a defined order case with an MTCR review to be performed.

7.10.3.1.8. For defined order items to be ordered via PROS, the CM is to consult with the AF MTCR POC regarding YES or NO determinations in DSAMS case remarks. The AF MTCR POC then will pass it to an appropriate MTCR reviewer for an assessment.

7.10.3.1.9. For training that covers the operation, maintenance, installation, or repair of MTCR defense articles, the MTCR entry in DSAMS case remarks is to be "YES" if such training conveys information required for the development, production, or use of the MTCR item.

#### **7.11. FMS Tactics Manual Program.**

7.11.1. Air Combat Command, Directorate of Air and Space Operations, Flight Operations Division, Security Assistance Branch (ACC/A3TS) is the Line Manager for FMS tactics manuals. The preferred line structure covers 3 updates. The correct MASL is J8A 768ABOOKSPUBS. The manuals are updated approximately every two years; however, these updates are dependent on the cycle for updating the USAF manuals. As updates could be as much as three years apart, the line period of performance should be open ended. A full set consists of Basic Employment Manual, Mission Planning Manual (classified SECRET), and Advanced Employment Manual (classified SECRET). The manuals do not require ordering. They will automatically be updated as required. Delivery will be to the Air Attaché at the partner's embassy in Washington, D.C.

7.11.2. SAF/IAPD is the overall OPR for this program. As such, they will approve all new participants. FMS manuals are USAF derivative manuals and as such will not include tactics for equipment not previously operationally tested and currently operated by the USAF. SAF/IAPD must approve inclusion of materiel not covered in the USAF version before any commitments are made to the partner. For example, this would include additive munitions or adapting materiel from another platform.

7.11.3. Tactics manuals should be considered if they are applicable for any new weapon sale. If so, the recommended timing is that the initial set be available prior to system flight training.

7.11.4. SAF/IAPD will review all cases/lines for tactics manuals.

#### **7.12. Section 1206 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2006, as Amended.**

7.12.1. Section 1206 of the FY2006 NDAA, (P.L. 109-163), as amended, provides authority to build the capacity of foreign military forces to conduct time sensitive counter-terrorist operations or participate in stability operations in which US forces are a participant.

7.12.2. Procedure instructions and guidance for preparing pseudo LOAs is published annually by DSCA which provides the authority (e.g., Public Law) and funding appropriations (e.g., O&M). Current Section 1206 procedures are identified below:

7.12.2.1. A unique case code (e.g., "G7") is assigned annually by the DSCA to track funds provided under the National Defense Authorization Act, Section 1206. DSCA must authorize use of this code for pseudo LOA documents. Other procedures for creating pseudo LOAs are identified below:

7.12.2.1.1. Case Identifier – Case Manager should contact DSCA, Strategy Directorate to assign a case identifier composed of country code (e.g., "G7"), implementing agency code ("D"), and a case designator. The implementing agency (e.g., AFSAC or AFSAT) will provide the first position of the case designator to DSCA.

7.12.2.1.2. Nickname Field – Enter the partner receiving the support and the pseudo case authority and the text "(Non-FMS)" (e.g., Bandaria, PL (enter PL#) Sec 1206 (Non-FMS)) in the "nickname" field on the pseudo LOA.

7.12.2.1.3. Purchaser's Reference Field – Include the following statement in the Purchaser's Reference Field of the Partner Request:

7.12.2.1.3.1. "Based on the written request pursuant to Section 1206 of PL (enter annual PL#), from (insert program originator's name (e.g. DoS, Combatant Commands) to the DSCA, dated (insert date of the written request). The legal authority is section 1206 of PL (enter PL#). See Note (insert LOA note number for Authority for Sale) for additional information.

7.12.2.1.4. Terms of Sale Field – The Term of Sale for Section 1206 pseudo LOAs is "Cash with Acceptance", PL (enter #).

7.12.2.1.5. Authority Field – Insert "Public Law (with annual PL#)."

7.12.2.1.6. Purchaser Signature Field – (Partner Signatory name located on "Distribution Tab" of "Case Detail"). Insert the authority and the statement that no purchaser signature is required (e.g., Section 1206, PL (with annual PL #), (Non-FMS – No Purchaser Signature Required)).

7.12.2.1.7. Purchaser Mailing Address – Insert "Department of Defense."

7.12.2.1.8. Include the benefitting partner in the "Basic Case Description". In the "S1" and the "State Descriptions" include the Country Code and/or Country along with a description of the defense articles and services.

7.12.2.1.9. MASL – Use valid existing MASLs for items being transferred or contact AFSAC/IARS to approve a new MASL.

7.12.2.1.10. Delivery Term Code (DTC) – Use DTC for Defense Transportation System (DTS) that will provide shipment all the way into recipient partner. This is generally DTC 7 or 9.

7.12.2.1.11. Apply standard surcharges and accessorial.

7.12.2.1.12. Offer Expiration Date (OED) – The OED should be no later than the last day the funds are required to ensure they are obligated prior to the funds expiring.

7.12.2.1.13. In addition to other mandatory notes on FMS cases, four new notes have been added in support of Section 1206 programs as identified below.

7.12.2.1.14. Note Name: AUTHORITY FOR SALE - SECTION 1206 PROGRAMS

7.12.2.1.14.1. Note Text - "This sale is made under the authority of section 1206 of PL (enter annual PL #) and the Arms Export Control Act (AECA). Any reference in this Letter of Offer and Acceptance to the United States Arms Export

Control Act, to defense articles, and to defense services shall be construed instead to be a reference to section 1206 of PL (enter annual PL#) and the United States AECA. Any reference in this LOA to “purchaser” shall be construed as a reference to the Department of Defense.”

7.12.2.1.15. Note Name: CASE CLOSURE - SECTION 1206 OF PL (ENTER ANNUAL PL #) PROGRAMS

7.12.2.1.15.1. Note Text - “This case must be fully reconciled and closed by (enter the date the appropriation closes or as cited by the requestor).”

7.12.2.1.16. Note Name: FUNDS, PURPOSE, AVAILABILITY AND AMOUNT - SECTION 1206 OF PL (ENTER ANNUAL PL #) PROGRAMS

7.12.2.1.16.1. Note Text – “Funds, Purpose, Availability and Amount. The funds financing this pseudo Letter of Offer and Acceptance (LOA) are expiring funds and are subject to all the requirements and restrictions under the heading of section 1206 of PL (enter annual PL#). The funds provided are in support of authority to build the capacity of foreign military forces and carry the same time, purpose, and availability restrictions associated with the fund source XXXXXXXX, DoD Operation and Maintenance (O&M) or other funds that may be available for use in FY 20XX.”

7.12.2.1.16.2. Note Text – a. “Failure to obligate FY 20XX O&M funds during the period of availability ending on 30 September 20XX (same FY) will render them unavailable for new obligations after that date.”

7.12.2.1.16.3. Note Text – b. “All funds must be expended on or before (enter date - normally five years).”

7.12.2.1.16.4. Note Text – c. “Total funds available for expenditure against this pseudo LOA are limited to the value of (insert dollar value).”

7.12.2.1.16.5. Note Text – d. “Amendments or Modifications to this pseudo LOA are only authorized with DSCA written approval.”

7.12.2.1.17. Note Name: NONRECURRING COSTS – USG APPROPRIATION

7.12.2.1.17.1. Note Text – “Nonrecurring Costs (NC) have been established for line item(s) (insert line numbers) of this case. These charges are not included on this case because the case is financed with a USG appropriation.”

7.12.2.1.18. Note Name: TITLE AND CUSTODY TRANSFER - SECTION 1206 OF PL (ENTER ANNUAL PL #) PROGRAMS

7.12.2.1.18.1. Note Text – “The U.S. Government will retain title to and custody of the defense articles to be transferred under the authority of section 1206 of PL (enter annual PL #), until delivery to the recipient partner. A designated U.S. Government representative will confirm and document delivery of the 1206 program materiel to an authorized recipient partner representative or agent. This U.S. Government representative will keep documentation showing when, where, and to whom delivery was made and will provide a copy of this documentation to the Secretary of the Air Force/International Affairs.”

## Chapter 8

### SERVICES PROVIDED IN-COUNTRY

#### 8.1. Security Assistance Team (SAT).

8.1.1. SATs consist of United States (US) military and Department of Defense (DoD) civilians sent to a foreign partner on temporary duty (TDY) or permanent change of station (PCS) status to provide technical assistance or training. **Note:** Any member of the Air National Guard (ANG) serving in such capacities overseas, will be in a Title 10 duty status and with the concurrence of their commander and the applicable state's Adjutant General for the NG. Types of SATs include, but are not limited to, the following:

8.1.1.1. **Technical Assistance Team (TAT).** TATs consist of US DoD personnel deployed to a foreign partner on TDY to maintain, repair, or place in operation equipment provided under security assistance programs. TATs will not be used to provide technical training or instruction (except for incidental, over-the-shoulder opportune training) in conjunction with their primary mission.

8.1.1.2. **Technical Assistance Field Team (TAFT).** TAFTs help install, operate, maintain, and support weapon systems and equipment purchased from the United States Government (USG). While doing these tasks, they may also provide incidental, over-the-shoulder opportune training. On-the-job training (OJT) is not permitted. TAFTs are deployed on a PCS basis.

8.1.1.3. **Weapon System Logistics Officer (WSLO).** WSLOs represent the System Program Director (SPD), and help the support base and user activities in resolving weapon system logistics support problems. These individuals may also provide incidental, nonessential, opportune, over-the-shoulder training in logistics. WSLOs are deployed on a PCS basis.

8.1.1.4. **Mobile Education Team (MET).** METs are teams of DoD personnel on TDY in foreign countries for the purpose of educating foreign personnel in defense-related areas and subjects.

8.1.1.5. **Mobile Training Team (MTT).** MTTs train personnel to operate, maintain, and use weapon systems and support equipment, or help train personnel in other special skills related to military functions. MTTs are deployed on a TDY basis.

8.1.1.6. **Extended Training Service Specialist (ETSS).** An ETSS provides advice, instruction, and training in installing, operating, and maintaining weapons, equipment, and systems. This includes Language Training Detachments (LTD). ETSS/LTD personnel are deployed on a PCS basis.

8.1.1.7. **Other.** Other Air Force (AF) personnel may provide services in-country under an LOA line item (i.e., logistic support groups).

#### 8.2. Relationships and Responsibilities.

8.2.1. The chief of the diplomatic mission supervises the in-country activities of SATs through the Security Cooperation Officer (SCO) chief. The Air Force Security Assistance Training (AFSAT) Squadron is the implementing agency for TAFTs, ETSSs, LTDs, and

MTTs. The major command (MAJCOM) providing personnel resources acts as implementing command for TATs, WSLOs, and Program Management Offices (PMOs). Commercial Aviation Safety Training (CAST)/Air Advisory training is required for personnel going to locations considered permissive, uncertain or hostile.

**8.2.2. Unified Command.** The unified command will accomplish the following:

8.2.2.1. Command and supervise SCOs in their area of responsibility (AOR), but not in matters that are functions or responsibilities of the Chief of the US Diplomatic Mission.

8.2.2.2. Provide necessary technical assistance and administrative support to SCOs, to ensure the efficient and effective oversight of SAT activities.

8.2.2.3. Determine the level of support (quality of life (QOL)) and mission sustainment (MS)) for all DoD personnel in its AOR, including SATs.

8.2.2.4. Determine where medical and dental support will be provided when it is not available at the SAT duty station.

8.2.2.5. Specify who will provide logistic support, including the issue of special clothing and equipment to the SAT.

8.2.2.6. Decide where personnel records support for PCS SAT personnel will be located.

**8.2.3. SCO Chief.** The SCO chief will accomplish the following:

8.2.3.1. Exercise disciplinary authority and routine administration over in-country SATs.

8.2.3.2. Coordinate the team's activities to ensure compatibility with other DoD elements.

8.2.3.3. Ensure that SATs comply with directives lawfully issued by the Chief of Mission and keep the unified command informed on SAT activities and progress.

**8.2.4. SCO.** The SCO will accomplish the following:

8.2.4.1. Submit a two-year training plan, which identifies future SAT requirements from AF resources.

8.2.4.2. Estimate in-country housing, leasing, and other in-country support costs, and informally coordinate PCS team requirements with the Chief or Deputy Chief of Mission and the embassy administrative officer to identify and address any concerns.

8.2.4.3. Arrange and approve housing and leasing for the SAT through contracting personnel.

8.2.4.4. Establish an International Cooperative Administrative Support Services (ICASS) agreement, where required.

8.2.4.5. Set up an agreement with the host partner on the status of SAT members.

8.2.4.6. Submit requisitions for establishing/changing language positions using AF Form 1780, *Request to Establish/Change Foreign Language Designated Positions (LDP) or Language Capability Position (LCP)*. Submit In-Place Consecutive Overseas Tours (IPCOTS) requests and extensions to the Air Force Military Personnel Center (AFMPC) with information copy to the Line Manager for PCS SAT military personnel.

- 8.2.4.7. Request call-up of TDY personnel.
- 8.2.4.8. Confirm in-country support and resources are available before team arrival.
- 8.2.4.9. Provide administrative and clerical support.
- 8.2.4.10. Establish and review team property and inventory records.
- 8.2.4.11. Review and approve requests for, and disposition of, QOL and MS items.
- 8.2.4.12. Review and approve TDY requests for team personnel who are required to travel to perform the team mission. Note that SAT case funds are not authorized to be used to support SCO TDY requirements.
- 8.2.4.13. Review team requests for annual funding to verify that they are reasonable.
- 8.2.4.14. Review team petty-cash funds.
- 8.2.4.15. Establish procedures for payment of local-hire personnel that support SAT personnel.
- 8.2.4.16. Provide administrative support to SAT personnel through the team chief, when required.
- 8.2.4.17. Identify passport and visa requirements, and coordinate SAT country clearances.

8.2.5. **SAT Chief.** The SAT chief is usually the senior team member and will accomplish the following:

- 8.2.5.1. Assign duties and responsibilities to team personnel as provided in the specific program.
- 8.2.5.2. Be responsible to the Air Force Case, Line, and Command Country Manager (CCM) for accomplishing the SAT mission and expending funds designated for team use.
- 8.2.5.3. Request and justify QOL and MS items to the SCO before purchase, and maintain accountability records for these items.
- 8.2.5.4. Justify and request SCO approval of required TDY travel in order to accomplish the team mission.
- 8.2.5.5. Prepare SAT reports as specified in paragraph 8.6 of this manual.

8.2.6. **Line Manager.** The Line Manager for SATs will accomplish the following:

- 8.2.6.1. Coordinate with the Air Force Personnel Center (AFPC) to ensure that pre-departure training meets the needs of the team member.
- 8.2.6.2. Provide the team chief with oral and written instructions concerning responsibilities.
- 8.2.6.3. Ensure that personnel requisitioning is timely and within the scope of the Letter of Offer and Acceptance (LOA).
- 8.2.6.4. Confirm that in-country support has been arranged prior to team deployment.
- 8.2.6.5. Review payment vouchers to ensure that expenditures are based on current directives.



### 8.3. SAT Support.

8.3.1. The level and quality of support for team personnel will be equal to support provided to other DoD personnel of equivalent grade in-country (e.g., SCO personnel). AFJI 16-104, *Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)*, provides guidance for the administrative and logistical support for overseas SCOs and should be used to determine SAT support. The partner must pay for SAT support costs or provide aid-in-kind (AIK). If the partner fails to provide AIK as agreed in the LOA, case funds will be used (with approval of the Line Manager).

8.3.2. **Quarters.** Quarters for SAT personnel must be equivalent to US standards.

8.3.3. **Quality-of-Life (QOL) Support.** QOL items are articles or services that will have a positive effect on the living and working environment of the deployed SAT. Factors to be considered in determining specific QOL item requirements include: availability of suitable entertainment, climate, geography, security, local language, and recreational facilities. QOL items and support do not include charges for consumables, memberships, lessons, etc. QOL items include, but are not limited to, magazines, athletic equipment, camping equipment, equipment repair, DVDs, and gaming equipment. The SCO chief must approve expenditures for and disposition of QOL items.

8.3.3.1. QOL items for SATs will be funded by the AF and not from funds provided to the SCO or unified commands.

8.3.3.2. If AF funds are inadequate to meet QOL requirements, foreign military sales (FMS) case funds may be used if specifically authorized in the LOA.

8.3.3.3. QOL items cannot be funded under International Military Education and Training (IMET), but IMET funded teams may use existing in-country SAT stocks of such items.

8.3.3.4. QOL items are procured for the team rather than for individual use, and are owned by the partner. TV and VCR equipment, DVDs, gaming equipment and games can be purchased only for use in a dayroom type of environment. Individual families are not authorized TV or VCR support.

8.3.4. **Mission Sustainment (MS) Support.** MS items are articles and services that are essential for the successful accomplishment of the SAT mission. The AF may provide these items to deploying teams, or the teams may acquire them in-country. The cost of MS items will be charged to the FMS case or IMET program. Examples of MS items include, but are not limited to, housing, dependent education, medical support and evacuation, security guards, drivers, physical conditioning equipment, environmental and morale leave, and vehicle rental/lease and/or vehicle procurement for ETSS teams. The SCO chief must approve expenditures for and disposition of MS items.

8.3.4.1. **Environmental Morale Leave (EML).** EML travel for military and DoD civilian personnel under FMS cases will be limited to levels currently authorized by DoD policy.

### 8.4. Letter of Request (LOR) for SATs.

8.4.1. **LOR Format.** The amount of detail available during early phases of an SAT call-up affects the quality of the service provided by that team. An LOR for an SAT must include information on the requirement, support arrangements, reporting instructions, etc. See

Attachment 11 for TAT and TAFT worksheet format, and Attachment 12 for the SAT checklist. The partner or the SCO (on behalf of the requester) prepares the worksheet. The SCO will verify that administrative, financial, and contracting support (such as signing leases or rental car agreements) is available at the appropriate time. All assumptions will be identified in the LOR.

**8.4.2. LOR Lead-Times.** Partners must send LORs for SATs to the AF agency responsible for preparing the FMS case at least 12 months before the team is needed. The need for a foreign-language-qualified individual may increase lead-time requirements by an additional year. If prerequisite training is needed to qualify personnel for SAT duty, the call-up date may be delayed. Requests for team extensions or sustainment LOAs will be submitted at least 12 months before the existing case expires.

## **8.5. LOAs for SATs.**

8.5.1. TAFTs and PCS training teams are provided under a case prepared by AFSAT or under a training line in a system sales LOA. AFSAT requires a completed team request form be submitted 120 days prior to desired team arrival date, in order to properly staff the team based on outlined requirements in the team request.

8.5.2. SATs for non-training services are provided under an AFSAC managed case.

## **8.6. SAT Reporting Requirements.**

8.6.1. **TDY Teams.** The team chief prepares the initial SAT report 30 days after arrival (Attachment 13), progress reports immediately on encountering difficulties that may impact the success and timeliness of the mission, and a final report (Attachment 13) upon mission completion. When the TDY lasts less than 9 weeks, the initial and final reports may be combined and submitted at the end of the mission. The team chief must also debrief the SCO on mission completion.

8.6.2. **PCS Teams.** The team chief prepares the initial report 30 days after arrival. In addition, the team chief will submit progress reports immediately on encountering difficulties or as directed by the SCO chief. During out-processing, the team chief must submit an end-of-tour report. The team chief must debrief the SCO on completion of the tour, and will debrief the Line Manager or Case Manager on request. The SCO will provide quarterly financial reports according to DoD 7000.14-R, *DoD Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures*

## **8.7. Replacement of SAT Personnel.**

8.7.1. If SAT personnel must be replaced, the transportation cost for replacement personnel is charged to the FMS case or IMET program. The Line Manager makes sure replacement action meets the scope of the program.

## **8.8. Contractor Training Teams.**

8.8.1. See AFI 16-105(IP), *Joint Security Assistance Training*, for guidance unique to training teams, including processing requests for training teams under the IMET program.

## **8.9. Contractor Engineering Technical Services (CETS).**

8.9.1. Guidance and procedures for CETS are specified in AFI 21-101, *Aircraft and Equipment Maintenance Management*, unless separately addressed in the following

paragraphs. CETS personnel provided under security assistance programs will be assigned to the SCO for administrative support. CETS consist of technical support, advice, and instruction in the installation, operation, and maintenance of weapon systems and equipment. CETS personnel should receive some form of anti-terrorism training and local orientation training.

**8.9.2. Training CETS.** AFSAT is responsible for CETS when the primary task is training. Lines for these services are identified as FMS training services under generic code "N00" in a "S" or "T" case.

**8.9.3. Other CETS.** AFSAC is responsible for CETS when the primary task is other than training. Non-training CETS are provided under a non-training line- item in an AFSAC managed case. When CETS tasking includes some training, AFSAT will be consulted to ensure proper development of the contract Statement of Work (SOW)/Performance Work Statement (PWS). If an LOR is received which requests both training and non-training CETS positions, the training positions will be identified under a training line and assigned to AFSAT.

**8.9.4. Relationships and Responsibilities.**

**8.9.4.1. SCO.** The SCO will accomplish the following:

8.9.4.1.1. Identify CETS requirements.

8.9.4.1.2. Assist partner in preparing the LOR (which includes detailed information on the requirement for CETS). See Attachment 14 for a CETS checklist.

8.9.4.1.3. Ensure that adequate facilities and resources are available to accomplish the mission before arrival of CETS representatives in-country.

8.9.4.1.4. Coordinate support functions for CETS personnel with the applicable in-country organization including logistics support (lodging, transportation, communications equipment, facilities, etc.), if such support is part of the CETS contract, before initiating CETS call-up.

8.9.4.1.5. Initiate call-up of CETS personnel.

8.9.4.1.6. Monitor CETS to ensure that personnel are used for the functions described in the LOA, task work specification (TWS) (Attachment 15), or SOW/PWS, and certify the monthly certificate of service (COS) through the MAJCOM contracting office.

8.9.4.1.7. Brief all CETS personnel on local security matters.

8.9.4.1.8. Issue AF Form 1293, *Request and Authorization for Assignment and Relocation of Contractor Personnel*, for in-country CETS personnel TDY travel required to accomplish the CETS mission.

8.9.4.1.9. Investigate serious incidents involving CETS personnel, including incompetence, and forward results to the CCM and Line Manager.

8.9.4.1.10. Evaluate effectiveness of CETS at the end of the mission and provide feedback to the Case and Line Managers.

8.9.4.1.11. Obtain an agreement with the host partner on the diplomatic status of team personnel.

8.9.4.1.12. Provide administrative and clerical support.

8.9.4.1.13. Obtain an agreement with the American Embassy for any administrative and logistics support to be provided to CETS personnel (leasing housing, rental vehicles, etc.).

8.9.4.2. **Line Manager.** The Line Manager for CETS will accomplish the following:

8.9.4.2.1. Obtain and provide LOAD for CETS through the MAJCOM contracting office.

8.9.4.2.2. Ensure the requesting partner or SCO provides sufficient information on the CETS requirement, including tasks to be accomplished by CETS personnel.

8.9.4.2.3. Ensure that the TWS or SOW is clear, in order to ensure that the mission is accomplished.

8.9.4.2.4. Identify and schedule pre-departure orientation or training for CETS personnel, as required.

8.9.4.2.5. Request amendments or modifications to the FMS case.

8.9.4.2.6. Resolve any CETS issues that arise with the contractor, through the MAJCOM contracting office.

8.9.5. **Privileges and Support.**

8.9.5.1. Contractor personnel providing field services under IMET will receive the same privileges and logistics support as contractor field services (CFS) funded by AF appropriations. Support under FMS will not exceed that which is authorized in AFI 21-110, *Engineering and Technical Services Management and Control*, and will be limited to that which is included in the additional terms and conditions of the LOA. The TWS's administrative data section will reflect the privileges and logistics support to be provided to the CETS. The partner must pay all costs for the support of CETS.

8.9.6. **LORs.**

8.9.6.1. LORs for CETS that are predominantly training will be forwarded to AFSAT, and if the request is for sustainment (CETS for other-than-training) to AFSAC. LORs for system cases may include a request for a CETS line item. Partners should submit LORs for CETS at least 11 months before the desired in-place date and the anticipated technical pre-deployment training time.

8.9.7. **LOAs.**

8.9.7.1. **LOA Preparation.** The TWS or SOW will be retained in the case file and a copy attached to the IPD, which is sent to the implementing command and SCO. The LOA must include notes addressing safeguards for AF contractor personnel.

8.9.7.2. **LOA Implementation.**

8.9.7.2.1. While the partner is processing the LOA for acceptance, the MAJCOM program office of primary responsibility (OPR) prepares the purchase request (PR),

AF Form 255a, *Technical Services Requirements*, and the TWS or SOW based on the data from the partner. The package is submitted to the MAJCOM contracting office for procurement action when the IPD is received.

8.9.7.2.1.1. PRs will be submitted to the MAJCOM contracting office to allow a minimum of 180 days lead-time to effect contractual coverage. Distribution of the resultant contract and call-up of CETS personnel will not occur until the LOA has been accepted, the obligation authority approved, and the IPD received.

8.9.7.2.2. The Line Manager will issue implementing instructions to the SCO within 60 days of receipt of the IPD. A copy of the TWS or SOW will be attached. Copies of the implementing instructions will be provided to the applicable Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director. The SCO must verify the availability of in-country support to be provided (which is addressed in the TWS or SOW).

8.9.7.2.3. The SCO will initiate call-up of CETS personnel no less than 30 days before the desired in-place date.

8.9.7.2.4. New LOAs and Amendments to add money, which were accepted on or after 01 Aug 2006 and require new LOA line identifiers are assessed a 3.8% administration surcharge.

## Chapter 9

### MANAGEMENT INFORMATION SYSTEMS AND REPORTS

#### 9.1. Security Assistance Reports.

9.1.1. Security assistance reports provide data on foreign military sales (FMS) programs for Congress, the Department of State (DoS), the National Security Council (NSC), Office of the Secretary of Defense (OSD), the Air Force (AF), and partners. The following is a list of reports and their uses.

9.1.2. **RCS: DSCA (Q) 1112, *Recoupment of Nonrecurring Costs on Sales of USG Products and Technology (DoDD 2140.2)***. This is a quarterly report to Defense Security Cooperation Agency (DSCA); input from Air Force Materiel Command (AFMC). Office of Primary Responsibility (OPR) is the Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS).

9.1.3. **RCS: DSCA (Q) 1118, *Excess Defense Articles Sold to Foreign Governments-or International Organizations at Acquisition Cost (Feeder for Section 36(a), AECA; required by H.R. 96-70, March 24, 1979)***. The Arms Export Control Act (AECA) and DoD 5105.38-M, *Security Assistance Management Manual (SAMM)* require a quarterly report on excess defense articles (EDA) sold to partners. The information submitted is as of the last day of the quarter and tracks EDA sales against the AF allocation of the annual ceiling limitation in Section 31 of the AECA. Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) regional divisions and Air Force Security Assistance Center (AFSAC) divisions send feeder reports to Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX), which consolidates and sends them to DSCA by the 15th day of the following month after the end of each quarter. OPR is SAF/IAPX.

9.1.4. **RCS: DSCA (A) 1121, *Number of U.S. Officers and Employees Engaged in Services to Foreign Governments under FMS (Feeder for Section 25 (a)(6), AECA)***. This report is provided on an annual basis (by fiscal year). Information is obtained from the Future Years Defense Plan (FYDP), Manpower & Personnel Execution System (MPES), and Unit Manning Document (UMD), and is provided by the major commands (MAJCOMs) to SAF/IAPX. OPR is SAF/IAPX.

9.1.5. **RCS: DSCA (Q) 1137, *Security Assistance Surveys (Feeder for Section 36 (a), AECA, required by Section 26(b) AECA)***. This report provides a list of security assistance surveys authorized during the preceding calendar quarter. The report identifies the partner surveyed, dates of survey, purpose of survey, and number of United States Government (USG) personnel participating. SAF/IA regional divisions, AFSAC, and Air Force Security Assistance (AFSAT) Squadron will send feeder reports to SAF/IAPX by the 15th of the month following the end of each quarter. SAF/IAPX consolidates the information and sends it to DSCA. OPR is SAF/IAPX.

9.1.6. **RCS: DSCA(Q)1146, *Unexpired Leases of DoD Property of Any Value (SAMM)***. This is a quarterly report of defense articles leased to partners. All open leases will be reported in accordance with the DoD 5105.38-M. Leases that have expired or that have

problems (such as leases to the United Nations; leases to nations subject to USG sanctions; leases awaiting the results of investigations of lost or destroyed property or certificate of closure from Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX) will continue to be reported until they meet statutory and regulatory requirements for closure. Lease managers will take an active role in closing eligible leases. OPR is AFSAC.

**9.1.7. RCS: DSCA (Q) 1226, *Status of Coproduction Programs Approved Under Security Assistance Program (DoDD 2000.9)*.** Quarterly report to DSCA. OPR is Deputy Under Secretary of the Air Force/International Affairs, Armaments Cooperation Division (SAF/IAPQ).

**9.1.8. RCS: DSCA (Q) 1228, *Special Defense Acquisition Fund (SDAF) Inventory Report*.** Prepared quarterly and sent to DSCA. AF organizations with item management responsibilities prepare this report for Special Defense Acquisition Fund (SDAF) assets in storage. DoD 5105.38-M contains instructions for this report. OPR is AFSAC.

**9.1.9. RCS: DSCA (Q) 1238, *Case Closure Status Report*.** Prepared on a quarterly basis by the military departments (MILDEPs) and submitted to DSCA by the 15th day following the end of each quarter. The information is obtained from Case Management Control System (CMCS) and reports such items as number of cases closed, supply complete by age, certificates pending DFAS-IN/JAX, and accelerated case closure for supply-completed cases over 2 years old. OPR is SAF/FMBMS.

**9.1.10. HAF-PRI(M)7113(DC), *Foreign Trade Report ( & II)*.** AFMC prepares and submits monthly reports to the Bureau of Census, Foreign Trade Division of reportable FMS and military assistance program (MAP) materiel. The reports are based on a Department of Defense (DoD) agreement with the Census Bureau and waive the need to provide export licenses and shippers' export declarations for moving these shipments. OPR is HQ AFMC/A4US Section I, Armaments and Materiel and AFSAC/SC Section II, Deliveries Recorded in the Security Assistance Management Information System (SAMIS). An informational copy of Section I, Armaments and Materiel, is provided to SAF/IAPX.

**9.1.11. RCS: DSCA (SA) 1240, *The Wassenaar Arrangement on Export Controls for Conventional Arms and Dual-Use Goods and Technologies*.** Prepared on a semi-annual basis by MILDEPs and submitted to DSCA in March and October. SAF/IA regional divisions and AFSAC send feeder reports to SAF/IAPX for consolidating and submittal to DSCA. Report provides export data on countries that are not members of the Wassenaar Arrangement. OPR is SAF/IAPX.

**9.1.12. RCS : DSCA (A) 1241, *United Nations Transparency in Armaments (TIA) Registry*.** Prepared on an annual basis by MILDEPs and submitted to DSCA in October. SAF/IA regional divisions and AFSAC send feeder reports to SAF/IAPX for consolidating and submittal to DSCA. Report provides export data on all security assistance deliveries. OPR is SAF/IAPX.

**9.1.13. RCS: DSCA (A) 1244, *Small Arms and Light Weapons Transfers Report*.** Prepared on an annual basis by MILDEPS and submitted to DSCA in May. SAF/IA regional divisions and AFSAC send feeder reports to SAF/IAPX for consolidating and submittal to

DSCA. Report provides export data on members of the *Organization for Security and Co-operation in Europe (OSCE)*. OPR is SAF/IAPX.

9.1.14. **DSCA (Statutory) (A) Javits Report.** This report covers all sales of major weapons or weapons related equipment for \$7M or more, or of any other weapons or weapons related equipment for \$25M or more, which are considered eligible for approval during the current calendar year. Report also provides an indication of which sales are most likely to result in an issuance of a Letter of Offer and Acceptance (LOA) during such year. This is a feeder report from the Security Cooperation Officers (SCOs) and coordinated with SAF/IA regional divisions. The report is due to DSCA in October with proposed sales for the next calendar year. OPR is SAF/IAPX.

**9.2. Adopted Forms:** AF Form 255a, *Technical Services Requirements*

AF Form 480, *Aircrew AFSC/Active Flying Justification*

AF Form 847, *Recommendation for Change of Publication*

AF Form 913, *Aerospace Vehicle Project Action*

AF Form 1040, *Operational Audit Data*

AF Form 1293, *Request and Authorization for Assignment and Relocation of Contractor Personnel*

AF Form 1780, *Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capability Position (LCP)*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

DD Form 250, *Materiel Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1348-5, *Notice of Availability/Shipment*

DSP-61, *Application/License for Temporary Import of Unclassified Defense Articles*

DSP-85, *Application for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Classified Technical Data*

DSP-94, *Authority To Export Defense Articles Sold Under The Foreign Military Sales Program*

SF 364, *Supply Discrepancy Report*

HEIDI H. GRANT

Deputy Under Secretary, International Affairs



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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### ***Abbreviations and Acronyms***

**11th SPTW/XP**—11th Support Wing, Plans Directorate

**ACC**—Air Combat Command

**ACC**—Accelerated Case Closure

**ADP**—Automated Data Processing

**AECA**—Arms Export Control Act

**AETC**—Air Education and Training Command

**AFAE**—Air Force Acquisition Executive

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFIWC**—Air Force Information Warfare Center

**AFISR**—Air Force Intelligence, Surveillance, and Reconnaissance Agency

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMS**—Air Force Manpower Standard

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Regulation

**AFSAC**—Air Force Security Assistance Center

**AFSAT**—Air Force Security Assistance Training (Squadron)

**AFSC**—Air Force Specialty Code

**AFTO**—Air Force Technical Order

**AIASA**—Annual Integrated Assessment of Security Assistance

**AIK**—Aid-In-Kind

**ALAN**—Aircraft Landing Authorization Number (DOT)

**ALC**—Air Logistics Center

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**APO**—Air Post Office  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**ARM**—Anti-radiation Missiles  
**ASC**—Aeronautical Systems Center (AFMC)  
**ASIP**—Aircraft Structural Integrity Program  
**ASQV**—JVIA-US Army Visual Information Center, Joint Visual Information Activity  
**ATD**—Aircrew Training Devices  
**ATE**—Automatic Test Equipment  
**AUTODIN**—Automatic Digital Network  
**AWACS**—Airborne Warning and Control System  
**BP**— Building Partnerships  
**BPC**—Building Partner Capability or Building Partner Capacity  
**C<sup>4</sup>I**—Command, Control, Communications, Computers, and Intelligence  
**CAA**—Competent Approval Authority  
**CAD/PAD**—Cartridge Actuated Device/Propellant Activated Device  
**CAS**—Contract Administrative Service  
**Cc**—Card Column  
**CBL**—Commercial Bill of Lading  
**CCB**—Configuration Control Board  
**CCBL**—Collect Commercial Bill of Lading  
**CCI**—Controlled Cryptographic Items  
**CCM**—Command Country Manager  
**CCTS**—Combat Crew Training Squadron  
**CE**—Communications-Electronics  
**CETS**—Contractor Engineering and Technical Services  
**CFE**—ContractorFurnished Equipment  
**CFR**—Code of Federal Regulations  
**CFS**—Contractor Field Services  
**CIIC**—Controlled Inventory Item Code  
**CIP**—Component Improvement Program  
**CISMOA**—Communication Interoperability and Security Memorandum of Agreement

**CLS**—Contractor Logistics Support  
**CLSSA**— Cooperative Logistics Supply Support Arrangement  
**CM**—Case Manager  
**CMCS**—Case Management Control System  
**CMD**—Catalog Management Data  
**COMPUSEC**—Computer Security  
**COMSEC**—Communications Security  
**CONUS**—Continental United States  
**COS**—Certificate of Service  
**CPCI**— Computer Program Configuration Items  
**CPD**—Country Program Director  
**CPIN**—Computer Program Identification Numbering  
**CRAF**—Civil Reserve Air Fleet  
**CRDA**—Cooperative Research and Development Agreement  
**CRLCMP**— Computer Resources Life Cycle Management Plan  
**CSAF**— Chief of Staff of the Air Force  
**CSP**—Case Profile System  
**CSTCTO**—Country Standard Time Compliance Technical Order  
**CSTO**—Country Standard Technical Order  
**CTO**—Compliance Technical Order  
**DAASC**—Defense Automatic Address System Center  
**DAO**—Designated Acquisition Official  
**DAO**—Defense Accounting Office  
**DAS**—Defense Attaché System  
**DBOF**—Defense Business Operations Fund  
**DCASR**—Defense Contract Administration Services Region  
**DCMA**—Defense Contract Management Agency  
**DCS**—Defense Courier Service/Station  
**DCS**—Direct Commercial Sale  
**DDL**—Delegation of Disclosure Authority Letter  
**DFARS**—Defense Federal Acquisition Regulation Supplement  
**DFAS**—Defense Finance and Accounting Service (US DoD)

**DIA**—Defense Intelligence Agency (USA)  
**DIFS**—Defense Integrated Financial System  
**DIS**—Defense Investigative Service (US)  
**DISAM**—Defense Institute of Security Assistance Management  
**DLA**—Defense Logistics Agency  
**DLIELC**—Defense Language Institute English Language Center  
**DMS**—Diminishing Manufacturing Sources  
**DoC**—Department of Commerce  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**DoS**—Department of State  
**DoT**—Department of Transportation  
**DR**—Deficiency Report  
**DSAMS**—DoD Security Assistance Management System  
**DSCA**—Defense Security Cooperation Agency  
**DSM**—Development Support Manager  
**DSS**—Defense Security Service  
**DTC**—Delivery Term Code  
**DTS**—Defense Transportation System  
**DTRA**—Defense Threat Reduction Agency  
**EA**—Expenditure Authority  
**EA**—Electronic Attack (Previously ECM)  
**EC**—Electronic Combat  
**ECM**—Electronic Counter Measure  
**ECP**—Engineering Change Proposal  
**EDA**—Excess Defense Articles  
**EEUM**—Enhanced End Use Monitoring  
**EM**—Electromagnetic(s)  
**EML**—Environmental Morale Leave  
**EOD**—Explosive Ordnance Disposal  
**EP**—Electronic Protection (Previously ECCM)

**EPD**—Engineering Project Description  
**ES**—Electronic Warfare Support  
**ESD**—Estimated Shipping Date  
**ESP**—Emergency & Special Program  
**ETS**—Engineering & Technical Services  
**ETSS**—Extended Training Services Specialists  
**EUM**—End Use Monitoring  
**EW**—Electronic Warfare  
**EWSIP**—Electronic Warfare Standardization and Improvement Program  
**FAA**—Foreign Assistance Act  
**FAA**—Federal Aviation Administration  
**FAD**—Force Activity Designator  
**FAR**—Federal Acquisition Regulation  
**FCF**—Functional Check Flight  
**FCRC**—Federal Contract Research Center  
**FDO**—Foreign Disclosure Office/Officer  
**FDPO**—Foreign Disclosure Policy Office  
**FEMR**—FMS Excess Materiel Return  
**FLO**—Foreign Liaison Officer  
**FMF**—Foreign Military Financing  
**FMS**—Foreign Military Sales  
**FMSMP**—Foreign Military Sales Management Plan  
**FMSO**—Foreign Military Sales Order  
**FOIA**—Freedom of Information Act  
**FDS**—Foreign Disclosure System  
**FORDTIS**—Foreign Disclosure & Technology Information System  
**FPO**—Fleet Post Office  
**FY**—Fiscal Year  
**FYDP**—Future Years Defense Plan (formerly "Five Year...")  
**GAFS**—General Accounting & Finance System  
**GBL**—Government Bill of Lading  
**GFE**—Government-Furnished Equipment



**GFM**—GovernmentFurnished Materiel  
**GSA**—General Services Administration  
**GSOMIA**—General Security of Military Information Agreement  
**IA**—Implementing Agency  
**IAC**—International Armaments Cooperation  
**IACASS**—International Cooperative Administrative Support Services (ICASS)  
**IARG**—International Logistics Branch  
**IATA**—International Air Transport Association  
**IAW**—In Accordance With  
**ICAO**—International Civil Aviation Organization  
**ICP**—Inventory Control Point  
**ICRD&A**—International Cooperative Research, Development, and Acquisition  
**ICS**—Interim Contractor Support  
**IEMP**—International Engine Management Program  
**IIP**—In-transit Inspection Point  
**ILS**—Integrated Logistics Support  
**ILCS**—International Logistics Communication System  
**ILSP**—Integrated Logistics Support Plan/Program/Procedure  
**IM**—Inventory Manager  
**IMC**—International Maritime Commission  
**IMET**—International Military Education and Training  
**IMS**—Inventory Management Specialist  
**INFOSEC**—Information Security (combines COMSEC & COMPUSEC)  
**IPCOTS**—In-Place Consecutive Overseas Tours  
**IPD**—International Program Directive  
**IPT**—Integrated Product Team  
**ITAR**—International Traffic in Arms Regulation  
**IWIPS**—International Weapons Item Projection System  
**JCS**—Joint Chiefs of Staff  
**JFTR**—Joint Federal Travel Regulation  
**JMEM**—Joint Munitions Effectiveness Manuals  
**JSCET**—Joint Security Cooperation and Education Training

**JTAC**—Joint Tactical Air Controller  
**JTR**—Joint Travel Regulation  
**LANTIRN**—Low Altitude Navigation and Targeting Infrared For Night  
**LDP**—Language Designated Positions  
**LMC**—Line Manager Code  
**LOA**—Letter of Offer and Acceptance  
**LOAD**—Letter of Offer and Acceptance Data  
**LOR**—Letter of Request  
**LRU**—Line Replaceable Unit  
**LSC**—Logistics Support Charge  
**LSE**—Logistics Support Expense  
**LSP**—Logistics Support Plan  
**LTD**—Language Training Detachment  
**MAJCOM**—Major Command  
**MCTP**—Militarily Critical Technologies Program  
**MAP**—Military Assistance Program  
**MAPAC**—Military Assistance Program Address Code  
**MAPAD**—Military Assistance Program Address Directory  
**MAPAF**—Military Assistance Program Address File  
**MASL**—Military Articles and Services List  
**MD**—Mission Data  
**MDC**—Maintenance Data Collection  
**MDE**—Major Defense Equipment  
**MDEL**—Major Defense Equipment List  
**MDR**—Materiel Deficiency Report  
**MDS**—Model, Design, or Series  
**MES**—Mobile Education System  
**MILDEP**—Military Department  
**MILSTRIP**—Military Standard Requisitioning and Issue Procedures  
**MIP**—Materiel/Military Improvement Plan/Program  
**MIPR**—Military Interdepartmental Purchase Request  
**MOU**—Memorandum of Understanding

**MPA**—Modification Proposal Analysis  
**MPS**—Military Postal Service  
**MRP**—Manpower Requirements Package  
**MPEP**—Military Personnel Exchange Program  
**MS**—Mission Sustainment  
**MSC**—Military Sealift Command  
**MTBF**—Mean Time Between Failure(s)  
**MTCR**—Missile Technology Control Regime  
**MTDS**—Manpower and Travel Data Sheet  
**MTT**—Mobile Training Team  
**MTTR**—Mean Time To Repair  
**NAIC**—National Air Intelligence Center  
**NACSI**—National COMSEC Instruction  
**NATO**—North Atlantic Treaty Organization  
**NAVCIP**—Navy Inventory Control Point  
**NDP**—National Disclosure Policy  
**NGB**—National Guard Bureau  
**NIIN**—National Item Identification Number  
**NIMA**—National Imagery Mapping Agency (now National Geospatial-Intelligence Agency)  
**NLT**—No Later Than  
**NMCS**—Not Mission Capable Supply  
**NOA**—Notice of Availability  
**NRC**—Nonrecurring Cost Recoupment Charge  
**NSA**—National Security Agency  
**NSN**—National Stock Number  
**NSSC**—Notice of Supply and Service Completion  
**O&M**—Operation and Maintenance  
**OA**—Obligational Authority  
**OAC**—Operating Agency Code  
**OASD**—Office of the Assistant Secretary of Defense  
**OCR**—Operational Change Request  
**OED**—Offer Expiration Date

**OEM**—Original Engine Manufacturer  
**OFF**—Operational Flight Plan/Program  
**OJT**—OntheJob Training  
**OC**—ALC-Oklahoma City Air Logistics Center  
**OO**—ALC-Ogden Air Logistics Center  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**ORC**—Offer Release Code  
**O/SCMP**—Operational/Support Configuration Management Procedures  
**OSD**—Office of the Secretary of Defense  
**OUSD**—Office of the Under Secretary of Defense  
**P&A**—Price and Availability  
**PATF**—Program Activation Task Force  
**PAV**—Price and Availability System  
**PCH&T**—Packing, Crating, Handling, and Transportation  
**PCS**—Permanent Change of Station  
**PD**—Presidential Determination  
**PD&E**—Provisioning, Documentation and Effort  
**PDM**—Programmed Depot Maintenance  
**PDO**—Publishing Distribution Office  
**PEC**—Program Element Code  
**PEM**—Program Element Monitor  
**PGL**—Program Guidance Letter  
**PICA**—Primary Inventory Control Activity/Agent  
**PIP**—Phasein Period  
**PMA**—Program Management Administration  
**PMD**—Program Management Directive  
**PME**—Precision Measurement Equipment  
**PME**— Professional Military Education  
**PMO**—Program Management Office/r  
**PMP**—Program Management Plan  
**PMR**—Program Management Review

**PO**—Program Office  
**POC**—Point of Contact  
**POD**—Port of Debarkation  
**POE**—Port of Embarkation  
**POL**—Petroleum, Oils, and Lubricants  
**PR**—Purchase Request  
**PRD**—Program Requirements Document  
**PROS**—Parts and Repair Ordering System  
**QOL**—Quality of Life  
**R&M**—Reliability and Maintainability  
**RAD**—Required Availability Date  
**RCN**—Reports Control Number (Deficiency Reporting Investigation System)  
**RCS**—Report Control Symbol  
**RDT&E**—Research, Development, Test and Evaluation  
**REPSHIP**—Report of Shipment  
**RFP**—Request for Proposal  
**ROD**—Report of Discrepancy  
**RON**—Request for Overnight  
**SA**—Security Assistance  
**SAAM**—Special Assignemnt Airlift Mission  
**SECAF**—Secretary of the Air Force  
**SAMIS**—Security Assistance Management Information System  
**SAMM**—Security Assistance Management Manual (DoD 5105.38-M)  
**SAMR**—Security Assistance Management Review  
**SAMRS**— Security Assistance Manpower Requirements System  
**SCO**— Security Cooperation Organization  
**SAPM**—Security Assistance Program Manager  
**SAT**—Security Assistance Team  
**SATODS**—Security Assistance Technical Order Distribution System  
**SCE**—Service Cryptologic Element  
**SDAF**—Special Defense Acquisition Fund  
**SDD**—Standard Delivery Date

**SDDC**—Surface Deployment and Distribution Command

**SDR**—Supply Discrepancy Reports

**SECAF**—Secretary of the Air Force

**SF**—Standard Form

**SJA**—Staff Judge Advocate

**SMCA**—Single Manager Conventional Ammunition

**SME**—Significant Military Equipment

**SOFA**—Status of Forces Agreement (NATO, DOD)

**SON**—Statement of Need

**SOS**—Special Operations School

**SOW**—Statement of Work

**SPD**—System Program Director

**SPM**—System Program Manager

**SPP**—State Partnership Program

**SPR**—Software Problem Report

**SPT**—System Planning Team

**SRID**—Senior Rater Identification Number

**SSM**—System Support Manager

**SSS**—Staff Summary Sheet

**SST**—Site Survey Team

**STARR**—PC-Supply Tracking and Reparable Return/Personal Computer

**TAC**—Type of Address Code

**TAC**—Transportation Account Code

**TAC**—Type Assistance Code

**TACP**—Tactical Air Control Party

**TAFT**—Technical Assistance Field Team

**TAT**—Technical Assistance Team

**TBC**—Transportation Bill Code

**TBD**—To Be Determined

**TCM**—Technical Coordination Meeting

**TCN**—Transportation Control Number

**TCP**—Technical Coordination Program

**TCTO**—Time Compliance Technical Order  
**TDP**—Technical Data Package  
**TDY**—Temporary Duty  
**TFS**—TRACS Financial System  
**TMDE**—Test, Measurement, and Diagnostic Equipment  
**TMO**—Traffic Management Office  
**TO**—Technical Order  
**TODO**—Technical Order Distribution Office  
**TRACS**—Training Control System  
**TRC**—Technology Repair Center  
**TWS**—Task Work Specification  
**UAF**—Unit Authorization File  
**ULO**—Unliquidated Obligation  
**UMD**—Unit Manning Document  
**UMMIPS**—Uniform Materiel Movement and Issue Priority System  
**UND**—Urgency of Need Designator  
**UPT**—Undergraduate Pilot Training  
**US**—United States  
**USAF**—United States Air Force  
**USG**—United States Government  
**USPS**—United States Postal Service  
**WCF**—Working Capital Fund  
**WPOD**—Water Port of Debarkation  
**WPOE**—Water Port of Embarkation  
**WR**—ALC-Warner Robins Air Logistics Center  
**WRM**—War Reserve Materiel  
**WSLO**—Weapon System Logistics Officer  
**WWR**—Worldwide Reviews  
**WWRS**—Worldwide Warehouse Redistribution Services

***Terms***

**Note:**—DoD Manual 5105.38, *Security Assistance Management Manual (SAMM)* contains additional terms.

**Acquisition Lead—time**—See procurement lead-time.

**Administrative Lead—time**—The time interval between initiation of a procurement action and contract award or order placement.

**Aircraft Structural Integrity Program (ASIP)**—An Air Force (AF) program established to evaluate, and substantiate the structural integrity (airframe strength, rigidity, damage tolerance, and durability, including economic life) of aircraft structures. It acquires, evaluates, and applies operational usage data to provide a continual update of the structural integrity of operational aircraft. The program provides quantitative information for decisions on force structure planning, inspection and modification priorities, and related operational and support decisions. It further provides a basis for improving structural criteria and methods of design, evaluation, and substantiation for future aircraft systems and modifications.

**Air Force Security Assistance Management Review (AFSAMR)**—Review of all AF cases implemented for a given partner (foreign partner or international organization); called by the Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director. The SAF/IA Country Director may delegate this function to Air Force Security Assistance Center (AFSAC). General officer attendance depending on the rank of the foreign attendees. Chaired by the senior person from the organization calling the review. The Division Chief or Director determines the time and location of this review.

**Air Force Program Management Review**—Periodic review of a single security assistance program called by the Security Assistance Program Manager (SAPM). Normally, this review will include a representative of the foreign partner; the SAF/IA Country Director will attend. Time and location are determined by the SAPM in coordination with the Case Manager (CM).

**Articles**—Items of supply or equipment requested or provided under foreign military sales (FMS) procedures.

**Building Partnerships (BP)**—The ability to set the conditions for interaction with partner, competitor or adversary leaders, military forces, or relevant populations by developing and presenting information and conducting activities to affect their perceptions, will, behavior, and capabilities

**Building Partner Capacity (BPC)**—Using all relevant *AF Global Partnership Strategy* “Means”, taking an existing international partner capability and working with them to further enhance or expand on it.

**Case Manager**—The CM is responsible for the case, from receipt of the letter of request (LOR) to final case closure. CMs are assigned to AFSAC and Air Force Security Assistance Training (AFSAT) Squadron.

**Command, Control, Communications, Computers, and Intelligence (C4I)**—The integration of systems and processes that, in combination, allow the exercise of authority and direction by commanders, supported by communications and computer systems and exploiting intelligence information, to direct combat operations.

**Command Country Manager (CCM)**—Each partner (either a foreign partner or an international organization) is assigned a CCM to oversee its overall security assistance program. The CCM reviews all partner requests e.g., P&A, LOA, Amendments, Modifications and Leases



and manages the program portfolio through reviews, visits, and correspondence. The CCM is responsible for all formal interfaces with the partner with respect to cases managed.

**Consumable**—A “throw-away” item (stock fund) used to repair systems and equipment. Repair parts are not subject to repair at depot level.

**Contracting**—“Contracting” means purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.

**Contract Administration Services (CAS)**—All actions completed in or near a contractor's plant for the benefit of the government, and needed to perform a contract or to support the buying organization (see Section 42.3 of the Federal Acquisition Regulation (FAR)). Among the more significant functions performed by field contract administration services components are: quality assurance; contract administration (including contract terminations, plant clearance, disposal, and property administration); production and industrial resources; transportation; industrial security; and contract audit.

**Contractor Engineering and Technical Services (CETS)**—Services performed by a contractor including liaison or advice to partner defense personnel in the installation, operation, maintenance, and logistics support of the weapon system or equipment. Services provided usually result in conveying knowledge to partner personnel and generally are with the manufacturer of the equipment or weapon system.

**Contractor—Furnished Equipment (CFE)**—Standard items of hardware, electrical equipment, and other standard production or commercial items furnished by a prime contractor.

**Country Director**—The SAF/IA Country Director is the principal AF point of contact for all international activities within an assigned partner. The SAF/IA Country Director develops and integrates AF guidance, monitors the political-military environment, and advises the SAF/IA senior staff on the implementation of all international programs within his or her area of responsibility. Country Directors are only assigned within SAF/IA and will provide lead oversight on all FMS cases.

**Country of Concern**—A country that has been identified by the Department of State (DoS) as having sponsored terrorist activities, as posing risks to United States (US) national security interests or regional stability, or as engaging in human rights violations.

**Debarred Parties List**—A list of persons who have been convicted of violating the Arms Export Control Act (AECA) or who have been convicted of conspiracy to violate that Act. It is the policy of the DoS to not consider applications for licenses or requests for approvals involving such persons for a three-year period following conviction. A list of debarred parties is published periodically in the Federal register (cf. International Traffic in Arms Regulations (ITAR) § 127.7).

**Deemed Export**—Any release of technology or source code subject to the Export Administration Regulation (EAR) to a foreign national is deemed to be an export to the home country or countries of the foreign national. This deemed export rule does not apply to persons lawfully admitted for permanent residence in the US and does not apply to persons who are

protected under the Immigration and Naturalization Act (Section 1324b(a)(3) of title 8, United States Code (U.S.C.) [EAR §734.2(b)(2)(ii)]).

**Defense Article**—Any item or technical data designated on the US Munitions List (USML). Additional items may be designated in accordance with ITAR § 120.3. This term includes technical data recorded or stored in any physical form, models, mockups, or other items that reveal technical data directly relating to items designated on the USML. It does not include basic marketing information on function or purpose or general system descriptions (ITAR §120.6).

**Defense Service**—(1) The furnishing of assistance (including training) to foreign persons, whether in the United States or abroad, in the design, development, engineering, manufacture, production, assembly testing repair, maintenance, modification, operation, demilitarization, destruction, processing, or use of defense articles; (2) the furnishing to foreign persons, whether in the United States or abroad, of any technical data; (3) military training of foreign units and forces, regular and irregular, including formal or informal instruction of foreign persons in the United States or abroad or by correspondence courses, technical, educational, or information publications or by media of any kind, training aid, orientation, training exercise, and military advice (ITAR §120.9).

**Defense Transportation System (DTS)**—The worldwide transportation infrastructure that supports Department of Defense (DoD) common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DoD.

**Delivery Forecast**—Estimates of deliveries under obligation against procurement from appropriated or other funds

**Delivery Term Code (DTC)**—A code prescribed in the Letter of Offer and Acceptance (LOA) and shown in the requisition that indicates the point within the transportation cycle at which responsibility for movement passes from the US Government (USG) to the partner.

**Denied Persons List**—A list, referenced in Supplement No. 2 to Part 764 of the EAR, of specific persons (and companies) that have been denied export privileges in whole or in part. The denied persons list is updated as new denial orders are promulgated and as existing orders expire. The orders are published in full in the Federal Register.

**Depot Field Team**—A team of maintenance personnel equipped with special tools and equipment needed to complete depotlevel modification and maintenance or emergency organization and field maintenance at operational bases. Teams may be composed of either USG or USG contractor personnel.

**Depot Level Maintenance (DLM) Support**—Maintenance and modification work requiring special skills, tools, equipment, and facilities available only at USG depots or USG contractors' facilities. This support may also include organizational and fieldlevel maintenance or modification work that is mission essential but that cannot be completed using a partner's resources.

**Depot Maintenance, AF Industrial Fund**—A funding method for depotlevel maintenance operations, which provides initial working capital and allows recovery of operating costs through the sale of products or services.

**Direct Commercial Sale**—A sale of defense articles or defense services made under a DoS issued license by US industry directly to a foreign buyer, and which is not administered by DoD through FMS procedures.

**Distribution Code Number**—A code number assigned to a specific partner indicating the shipping address. It identifies publications sold under an FMS case.

**Embargoed Nation**—Destinations against which broad-based controls apply for items and activities subject to the EAR imposed to implement USG policies. Proscribed countries are prohibited by the ITAR from receiving any defense articles or defense services (cf. EAR Part 746 & ITAR §126.1).

**Entity List**—A list of end-users of proliferation concern contained in Supplement No. 4 to Part 744 of the EAR. These entities have been determined to present an unacceptable risk of diverting items to the development of weapons of mass destruction or to the missiles used to deliver such weapons; entities on this list are therefore subject to more stringent licensing requirements, as detailed in the Supplement. The entity list is revised and updated on a periodic basis.

**Export Administration Regulation (EAR)**—The EAR; Parts 730 – 774 of title 15, Code of Federal Regulations (CFR). This regulation, administered primarily by the Bureau of Export Administration, Department of Commerce, controls the export of dual use commodities and technology (commercial items which could have military applications).

**Embedded Computer Resource**—Automatic data processing equipment (ADPE) integral to a nonADPE system in design, procurement, and operations.

**Embedded Computer Systems (ECS)**—A computer system integral to an electromechanical system. For example, combat weapon system, tactical system, aircraft, and certain command and control systems. ECS differs from automatic data processing systems (ADPS) primarily in its acquisition, development, and operation.

**Engineering Change Proposal (ECP)**—This document is used to propose any changes to an item, facility, part, etc. (already delivered or intended to be delivered), which require revision to: the contract specifications or engineering drawings; or the reference documents approved or authorized for applicable items under government contracts.

**Engineering Requirements Plan (ERP)**—The ERP is a communications-electronics (CE) technical document prepared by the overseas in-country Security Cooperation Organization (SCO) or partner's air force. This plan translates preliminary technical survey reports. It also translates other supplemental information into engineering construction, installation and supply, and training data to serve as a basis for planning, programming, and implementing a complete and operational CE facility or system.

**Excess Defense Article (EDA)**—Defense articles owned by the USG and not purchased in anticipation of military assistance program or sales requirements. EDAs are in excess of the approved force acquisition objective and approved force retention stock of all DoD components at the time such articles are dropped from inventory by the supply agency.

**Extended Training Service Specialist (ETSS) Team**—DoD military and civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of weapons, equipment, and systems. ETSS are attached to the SCO but are not

listed on the Joint Table of Distribution (JTD). ETSS may be provided for up to one year, unless a longer period is specifically approved by DSCA.

**Force Activity Designator (FAD)**—A Roman numeral (I to V) assigned by the Joint Staff, to show the mission essentiality of a unit, organization, installation, project, or program to meet national objectives.

**Foreign Liaison Officer (FLO)**—An official representative, either military or civilian, from a partner stationed in the United States to manage or monitor security assistance programs. FLO duties may also involve managing other affairs of the partner, as authorized by Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD).

**Foreign Military Sales (FMS)**—That portion of US security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the AECA of 1976, as amended. This assistance differs from the Military Assistance Program (MAP) and the International Military Education and Training (IMET) Program in that the recipient provides reimbursement for defense articles and services transferred.

**Foreign Military Sales (FMS) Administrative Budget**—This budget covers the FMS Administrative dollars related to sales negotiations, case implementation/execution, administering supply discrepancy reports, correcting deficiencies or damage to items sold, program control, computer programming, accounting and budgeting, and administering FMS cases.

**Foreign Military Sales (FMS) Development Program**—An FMS acquisition program that requires development, systems engineering, and systems integration of new major weapons. Approved programs are directed to Assistant Secretary of the Air Force/Acquisition (SAF/AQ) for implementation in accordance with DoD 5000-series and Air Force 63series directives, instructions, manuals, and regulations.

**Foreign Military Sales (FMS) System Acquisition**—The process of supplying aircraft, missile, or communication-electronics systems, including all logistical and training support, to a partner using procurement rather than stock items or excess defense articles. Approved programs are directed to SAF/AQ for implementation in accordance with DoD 5000-series and Air Force 63-series directives, instructions, manuals, and regulations.

**Foreign Military Sales (FMS) Training**—Formal or informal instruction of foreign students in the US or overseas by officers or employees of the USG, contract technicians, contractors (including instruction at civilian institutions), or by correspondence courses, technical, educational, or information publications and media of all kinds, training aid, orientation, training exercise, and military advice to foreign military units and forces (Section 47(5) of the AECA).

**Foreign Person**—Any natural person who is not a lawful permanent resident as defined by Section 1101(a)(20) of title 8, U.S.C., or who is not a protected individual as defined by Section 1324b(a)(3) of title 8, U.S.C.. It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organization, foreign governments and any agency or subdivision of foreign governments (e.g., diplomatic missions).

**Freight Forwarder**—The partner's agent for completing or controlling FMS materiel shipments from continental US (CONUS) or third-party countries to the partner's destination. A freight forwarder is usually a licensed international broker or agent.

**Fundamental Research**—Basic research and applied research in science and engineering, where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific USG access and dissemination controls. University research will not be considered fundamental research if: (i) the university or its researchers accept other restrictions on publication of scientific and technical information resulting from the project or activity; or (ii) the research is funded by the USG and specific access and dissemination controls protecting information resulting from the research are applicable (ITAR §120.11 (a) (8); see also EAR §734.8 for additional explanations).

**Note**—"Applied research" means a systemic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met. It is a systemic application of knowledge toward the production of useful materiel, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements (ITAR §126.5 (c) (6) (iii)). "Basic Research" means a systemic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and observable facts without specific applications towards processes or products in mind. It does not include "applied research." (ITAR §126.5(c)(6)(iii)).

**Government—Furnished Aeronautical Equipment (GFAE)**—Equipment furnished by the USG to a contractor or a USG activity for installing in, or in support of, the aeronautical system during production, conversion, or modification.

**Information Security (INFOSEC)**—Services and support consisting of both communications security (COMSEC) and computer automatic data processing (ADP) security systems (See National COMSEC Instruction (NACSI) 6001, *FMS of Communications Security and Services to Foreign Governments and International Organizations*).

**Initial Provisioning**—The process of determining the range and quantity of items (that is, spares and repair parts, special tools, test equipment, and support equipment) required to support and maintain an item for an initial period of service. Its phases include the identification of items of supply; the establishment of data for catalog, technical manual, and allowance list preparation; and the preparation of instructions to assure delivery of necessary support items with related end articles.

**Initial Spares Support List (ISSL)**—A list of spares, repair parts, and quantities required for organizational and field maintenance initial support of an end item. Quantities for ISSLs must equal the initial base stockage objective.

**Integrated Weapon System Management (IWSM)**—A cradle-to-grave management system under a single system program director (SPD) for the life of a weapon system.

**International Military Education and Training (IMET)**—Provides training to selected foreign military- and defense-associated civilian personnel on a grant basis. IMET is authorized by the Foreign Assistance Act (FAA) of 1961, as amended.

**International Traffic in Arms Regulation (ITAR), title 22, CFR, Parts 120—130**—This regulation, which contains the US Munitions List, is administered primarily by the Department of State, Directorate of Defense Trade Controls, Bureau of Political-Military Affairs, and controls the export of defense articles and services.

**Inventory Management Specialist (IMS)**—An individual within the organization of an inventory control point assigned management responsibility for one or more specific items of materiel.

**Letter of Offer and Acceptance (LOA)**—The DoD document used to offer articles, services, or military construction for sale to partners.

**Letter of Offer and Acceptance Data (LOAD)**—Data collected for use on a Letter of Offer and Acceptance (LOA). LOAD is sufficiently accurate for planning and budgeting purposes.

**Letter of Request (LOR)**—A letter, message, or diplomatic note requesting articles, services, or military construction through FMS.

**Life of Type**—The period that the equipment is expected or scheduled to remain operational and in need of logistics support.

**Line Manager**—The line manager is responsible for directing actions to provide all articles and services within a specific line of a LOA or lease. The line manager has the authority to work directly with supporting activities to meet these responsibilities.

**Loan**—An agreement temporarily transferring possession and use of a defense article not acquired with military assistance funds to a partner. This transfer is made with no rental charge to the transferee, with the US military department transferor being reimbursed from MAP funds, subject to and under authority of the Section 503 of the FAA of 1961, as Amended. Loans may be made only to partners that are eligible for MAP.

**Major Item**—A complete assembly designed to perform a specific function within itself that has significant impact on mission accomplishment (for example, aircraft, heavy radar equipment, vehicles, and support equipment (SE)) as distinguished from an individual part or component.

**Manpower Requirements Package (MRP)**—The MRP documents and justifies all case and administrative (admin) funded AF and contractor manpower necessary to execute an FMS case. The MRP is made up of the case-funded MTDS, admin-funded MTDS, and an explanation of manpower requirements. The MRP is essential in defining the workload and determining the requirements needed to support the FMS case. The MRP is necessary for any dedicated allocations, FMS case or administrative surcharge.

**Manpower Travel and Data Sheet (MTDS)**—The MTDS provides standard reporting practices among MILDEPs. There are two types of MTDS: A case-funded MTDS that is a DSCA requirement and can be supplied to the purchaser and an admin-funded MTDS which is used internally only by the Air Force. Both MTDS seek to clearly define and summarize the total manpower, travel, and personnel support costs required to execute an FMS case with any LOA line containing manpower. Upon approval of the MRP, the MTDS should be updated with the SAF/IA Approval Number prior to submitting to DSCA.

**Military Articles and Services List (MASL)**—A DSCA listing giving generic codes, 13-place identifications, descriptions, major defense equipment (MDE) codes, and weapons or weaponsrelated codes. The training MASL is used for IMET and foreign military sales (FMS)

training. This MASL consists of a seven-place training identification, availability, price, and course duration information.

**Military Assistance Program Address Directory (MAPAD)**—The MAPAD provides clear text addresses of partner representatives, freight forwarders, and partners-within-country required for releasing FMS and MAP shipments processed in accordance with military standard requisitioning and issuing procedures (MILSTRIP), and addresses required for the forwarding of related documentation.

**Military Standard Requisitioning and Issue Procedure (MILSTRIP)**—A uniform procedure established by the Department of Defense (DoD) for use within the DoD to govern requisition and issue of materiel within standardized priorities. This system is also available to participating partners.

**Mobile Training Team (MTT)**—Team of DoD personnel on temporary duty in a foreign partner for the purpose of training foreign personnel in the operation, maintenance, or support of defense equipment, as well as training for general military operations. MTTs may be funded through FMS or the IMET Program.

**Month**—The word “month” refers to the months of the Gregorian calendar. It does not refer to the length of days or weeks within a month. To be specific, if a case implements on 25 September, month one is September and month two starts on 1 November, etc.

**National Stock Number (NSN)**—The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification Code and the 9-digit National Item Identification Number. The National Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office of the NATO partner or other friendly partner that assigned the number and a 7-digit (XXXXXXX) non-significant number.

**Nonstandard Article**—An item that is not included in DoD inventory and not procured for regular use by the DoD. Standard items of equipment that are modified so they are no longer interchangeable with like items are also considered nonstandard. Any hardware article that the DoD does not actively manage for its own use.

**Not—Mission-Capable Supply (NMCS)**—Materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage.

**Packaging**—The processes and procedures used to protect materiel from damage or deterioration during transit or storage. It includes cleaning, drying, preserving, packing, crating, marking, and unitization.

**Partner**—A foreign partner or international organization that the President determines to be eligible to make purchases as regulated by the AECA of 1976, as Amended.

**Pen—and-Ink Change**—A change to an LOA or an amendment thereto, authorized by the LOA-preparing agency. Such changes are made before the partner accepts the LOA or Amendment.

**Phased Provisioning Concept**—Deferment of large quantity acquisitions of selected support items until operational programs and design configuration of equipment become stabilized or inservice usage experience can be compiled, analyzed, and applied in making acquisition decisions.

**Port of Debarkation (POD)**—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

**Port of Embarkation (POE)**—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

**Price and Availability (P&A) Data**—Estimates developed using available information, standard military department factors and formulas in the absence of a pricing study. They are used for planning or review purposes only and are not considered valid for preparing an LOA.

**Procurement Lead—time**—The interval in months between the initiation of procurement action and receipt into the supply system of the production model (excludes prototypes) purchased as the result of such actions. Procurement lead-time is composed of two elements: production lead-time and administrative lead-time.

**Production Lead—time**—The time interval between the placement of a contract and receipt into the supply system of materiel purchased with that contract.

**Program Management Directive (PMD)**—The PMD is the official AF document used to direct acquisition responsibility to the appropriate AF major command (MAJCOM), agency, Program Executive Office (PEO), or Designated Acquisition Official (DAO). The PMD provides the Air Force with a framework to identify the major activities included in the lifecycle of a Weapon System Acquisition Program or other effort.

**Program Management Review (PMR)**—Periodic review between the program office and system program manager (SPM) with the AF contractor. A PMR may include representatives of the AF security assistance management office and the partner involved. Normally, CMs and Line Managers will represent the security assistance community. Time and location are determined by the program office or SPM.

**Public Domain**—Information that is published and that is generally accessible or available to the general public in the following ways: (1) Through sales at newsstands and bookstores; (2) through subscriptions that are available without restriction to any individual who desires to obtain or purchase the published information; (3) through second class mailing privileges granted by the USG; (4) at libraries open to the public or from which the public may obtain documents; (5) through patents available at any patent office; (6) through unlimited distribution at a conference, meeting, seminar, trade show, or exhibition, generally accessible to the public, in the US; (7) through public release (i.e., unlimited distribution) in any form (not necessarily in published form) after approval by the cognizant USG department or agency; (8) through fundamental research in science and engineering at accredited institutions of higher learning in the US where the resulting information is ordinarily published and shared broadly in the scientific community (ITAR §120.11(a)).

**Publications (AF)**—Technical orders, AF stocklists, DoD federal supply catalogs, and related cataloging publications; standard publications; equipment allowance documents; departmental forms; engineering drawings; specifications; standards; and related publications.



**Quality Assurance (QA)**—Those actions taken by the government to ensure that contracted services and articles meet requirements governed by the applicable statement of work.

**Reparable Item**—An item that can be reconditioned or economically repaired for reuse when it becomes unserviceable. For the purposes of this manual, a reparable item is the same as an investment item.

**Security Assistance**—A group of programs authorized by Title 22, United States Code, or other related statutes by which the US provides defense articles, military training, and other defense-related services by grant, loan, credit, cash sales, or lease, in furtherance of national policies and objectives. The DoD does not administer all security assistance programs. Those security assistance programs that are administered by the Department are a subset of security cooperation.

**Security Assistance Management Review (SAMR)**—An Office of the Secretary of Defense (OSD) meeting that is held to review security assistance matters with a partner (either a foreign partner or an international organization). The AF office of primary responsibility (OPR) is the SAF/IA Country Director. Attendance and ranks of SAF/IA, AFSAC, and AFSAT personnel depend on the rank of partner attendees. Meeting times and locations are determined by the Defense Security Cooperation Agency (DSCA).

**Security Assistance Program Manager (SAPM)**—The SAPM is the program execution interface with the partner and the command entry point for all program execution issues. The SAPM communicates directly with implementing commands, agencies, case managers, line managers and partners. The SAPM is responsible for assisting in evaluating the LOR, development of P&A, gathering LOAD, and executing the program as stated in the International Program Directive (IPD) or PMD. The SAPM also develops the FMS Management Plan including milestones and issues Command Case Directives in coordination with the Command Country Manager (CCM). The SAPM's authority and responsibilities end when a Notice of Supply/Services Completion (NSSC) has been submitted for every line in a case.

**Security Cooperation**—Activities undertaken by the DoD to encourage and enable international partners to work with the United States to achieve strategic objectives. It includes all DoD interactions with foreign defense and security establishments, including all DoD-administered security assistance programs, that: build defense and security relationships that promote specific U.S. security interests, including all international armaments cooperation activities and security assistance activities; develop allied and friendly military capabilities for self-defense and multinational operations; and provide U.S. forces with peacetime and contingency access to host nations.

**SERENE BYTE**—Annual military programming exercise

**Site Survey Team (SST)**—A team organized to look carefully at a proposed system sale on-site; requires a detailed, after-action report.

**Staging**—Gathering materiel or equipment at one location for the purpose of control and to ensure its adequacy and availability. Staging may be conducted to ensure (besides the check of materiel) that delivery to a recipient from one point is practical.

**Standard Item**—An item acquired and managed for general DoD use, and for which support or replacement items are usually maintained in DoD stocks.

**State Partnership Program (SPP)**—The program links US states with partner countries for the purpose of supporting the security cooperation objectives of the Combatant Commander. The program's goals reflect an evolving international affairs mission for the National Guard using the unique civil-military nature of the Guard to interact with both active and reserve forces of foreign countries.

**Support Equipment**—Includes all equipment required for support, except that which is an integral part of the mission equipment. It does not include any of the equipment required to perform mission operation functions. Support equipment includes tools; test equipment; automatic test equipment (when the automatic test equipment is accomplishing a support function); organizational, field, and depot support equipment; and related computer programs and software.

**Suspension status**—Countries which have been suspended/cancelled from participation in the security assistance program by DoS.

**Sustainment**—The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or national objective.

**System Program Director (SPD)**—The single AF manager who is ultimately responsible and accountable for decisions and resources in overall program execution of a weapon system.

**Technical Assistance**—Advice, assistance, and training pertaining to the installation, operation, and maintenance of equipment.

**Technical Assistance Field Team (TAFT)**—Team of DoD personnel deployed under FMS on PCS status, normally for one year or longer, to a foreign partner to train local defense cadre personnel to operate, maintain, and employ defense equipment, and in other non-equipment specific military skills.

**Technical Assistance Team (TAT)**—DoD personnel deployed to a foreign partner in a TDY status to place into operation, maintain, or repair equipment under Foreign Military Sales (FMS) or grant aid programs.

**Technical Data**—Means (1) Information, other than software as defined in Para 120.10(4) of the ITAR, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation. (2) Classified information relating to defense articles and defense services. (3) Information covered by an invention secrecy order. (4) *Software* as defined in para. 121.8(f) of the ITAR that is directly related to defense articles.

**Note:**—This definition does not include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges and universities or information in the public domain. It also does not include basic marketing information on function or purpose or general system descriptions of defense articles. (ITAR §120.10).

**Note:**—*Software* includes, but is not limited to, the system functional design, logic flow, algorithms, application programs, operating systems and support software for design, implementation, test, operation, diagnosis and repair. (ITAR §121.8(f)).

**Technical Data Package (TDP)**—Production designs, drawings, specifications, models, manufacturing techniques and details, and similar information (excluding information associated with research, development, testing and evaluation (RDT&E)) necessary to manufacture, or have manufactured, military equipment and repair parts.

**Technical Directorate (TD)**—Any one of ten Air Force Research Laboratory (AFRL) TDs that fall under the management guidance and direction of AFRL/CC. Currently the AFRL TDs are: AFOSR, Directed Energy, Human Effectiveness, Information, Materiels and Manufacturing, Munitions, Propulsion, Sensors, Air Vehicles, and Space Vehicles.

**Technology**—Specific information necessary for the development, production, or use of a product. The information takes the form of technical data (such as blueprints, plans, diagrams, models, formulae, tables, engineering designs and specifications, manuals and instructions written or recorded on other media or devices such as disk, tape, read-only memories) or technical assistance (such as instruction, skills training, working knowledge, consulting services) (EAR Part 772).

**Uniform Materiel Movement and Issue Priority System (UMMIPS)**—DOD 4140.1-R, *DoD Supply Chain Materiel Management Regulation* (formerly DoD Directive 4410.6), specifies incremental time standards for requisition, issue, and movement of materiel for DoD. The time standards apply to all transportation modes in peace and war and vary according to priority and ultimate destination of the shipment.

**Urgency—of-Need Designator (UND)**-A term accompanied by a capital letter (A through C) that establishes the degree of necessity for the acquisition of a resource. UND “A” represents a compelling necessity, the lack of which has caused or will cause a mission failure. UND “B” denotes a need that has or will cause mission impairment. UND “C” establishes routine timeframes. Commanding officers must authenticate all UND “A” demands. UNDs are used in conjunction with the assigned force activity designators to establish a positive resource demand priority, based on mission importance and the pressure of necessity.

**Weapon System**—A combination of one or more weapons with all related support equipment, materiel, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

**Weapon System Logistics Officer (WSLO)**—An individual at an operational base incountry representing the SPD to help the support base and user activities resolve logistics support problems that relate to the weapon system. This individual may also provide incidental, nonessential, opportune, over-the-shoulder, onthejob training in logistics.

## Attachment 2

### FOREIGN MILITARY SALES (FMS) MANAGEMENT PLAN

**A2.1.** FMS Management Plan (FMSMP). The FMSMP shows the milestones and events of a system sale on a time scale. The plan gives dates and actions required of the United State Air Force (USAF), the contractor, and the purchaser to start a system acquisition program. The plan is applied to individual programs. Milestones must be adjusted to show the specific conditions of each program. This plan applies to all agencies taking part in the programming, materiel acquisition, integrated logistics support, technical order planning, and training support of the system program. The information in this attachment is an implementation management tool; it is a summary and serves as a guide for developing specific plans. The Security Assistance Program Manager (SAPM) is responsible for the drafting of the FMSMP. If a SAPM is not assigned, the responsibility falls to the Case Manager (CM). **Note:** A Life Cycle Management Plan (LCMP) prescribed by AFI 63-101, *Acquisition and Sustainment Life Cycle Management* can serve as the FMSMP when tailored to the life cycle of the associated FMS case.

**A2.2.** FMSMP Milestones. Following the acceptance of a Letter of Offer and Acceptance (LOA), the USAF starts developing a detailed plan that will be given to the partner for review at Milestone 4. After that, the plan serves as the principal management document. Exchanges of Price and Availability (P&A) data may take place before the Letter of Request (LOR) is received. This preliminary pricing does not obligate the partner to go further with the proposed purchase, nor does it obligate the USAF to issue an LOA. It does provide the chance to evaluate a system in general order of magnitude, pricing, and production lead-times.

#### A2.2.1. Milestone 1--Letter of Request.

A2.2.2. Milestone 2 LOA Presentation. If appropriate, the LOA presentation is made to provide the LOA and to explain the pricing, schedules, and overall program. If in-country presentation is required, an LOA presentation team, normally consisting of Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director, Air Force Security Assistance Center (AFSAC), SAPM, Air Force Security Assistance Training (AFSAT) Squadron, survey personnel (when required), and a contractor representative will:

A2.2.2.1. Review foreign military sales (FMS) procedures, applicable to the system, including follow-on support.

A2.2.2.2. Explain the logistics and training support plan.

A2.2.2.3. Review the financial management procedures.

A2.2.2.4. Reaffirm the system configuration, operations concept, maintenance concept, and basic factors used to prepare the LOA.

A2.2.2.5. Outline the procedures for time-phased delivery of operations and maintenance (O&M) support equipment and spare parts, intermediate maintenance support equipment and spare parts, and depot support equipment and spare parts.

A2.2.2.6. Explain the international engine management program (IEMP), technical coordination program (TCP), etc., as appropriate.

A2.2.2.7. Review the FMS management plan outline.

A2.2.2.8. Explain the acquisition procedures for long lead items.

A2.2.3. Milestone 3Acceptance (Before Expiration Date of Offer). This is for signature and return of the LOA to the issuing office and Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX) receipt of the initial deposit.

A2.2.4. Milestone 4Implementation. The CM prepares and issues the International Program Directive (IPD). The Post Acceptance Review includes review and completion of the FMSMP, arrangement of dates for all definitization conferences (e.g., configuration, provisioning, training), and review of the IPD.

A2.2.5. Milestone 5 Cooperative Logistics Supply Support Arrangement (CLSSA) Established. The CLSSA should be accepted not later than 17 months before the first modified end-item delivery. Delay of this milestone means a slippage in follow-on support availability. Other follow-on support cases must be accepted prior to the delivery of the first major end-items.

A2.2.6. Milestone 6Periodic security assistance program reviews.

A2.2.7. Milestone 7Preactivation Readiness Review (Host: partner or Security Cooperation Officer (SCO)). The same agencies involved in program reviews will attend the Preactivation Readiness Review, with technician substitutions necessary to complete survey requirements. The purposes of the review include:

A2.2.7.1. Evaluate the status of all items being procured to make sure that they are in place before the system activation date

A2.2.7.2. Identify and correct problems that affect initial operating capability

A2.2.7.3. Conduct a survey of the status of the base and facilities, support equipment, spares, munitions, training aids, technical data, personnel, and planning in the country.

A2.2.7.4. Conduct the mobile training team (MTT) survey before deployment of instructor pilots and maintenance MTT.

A2.2.7.5. Review the mode of transportation and the delivery schedule for the system.

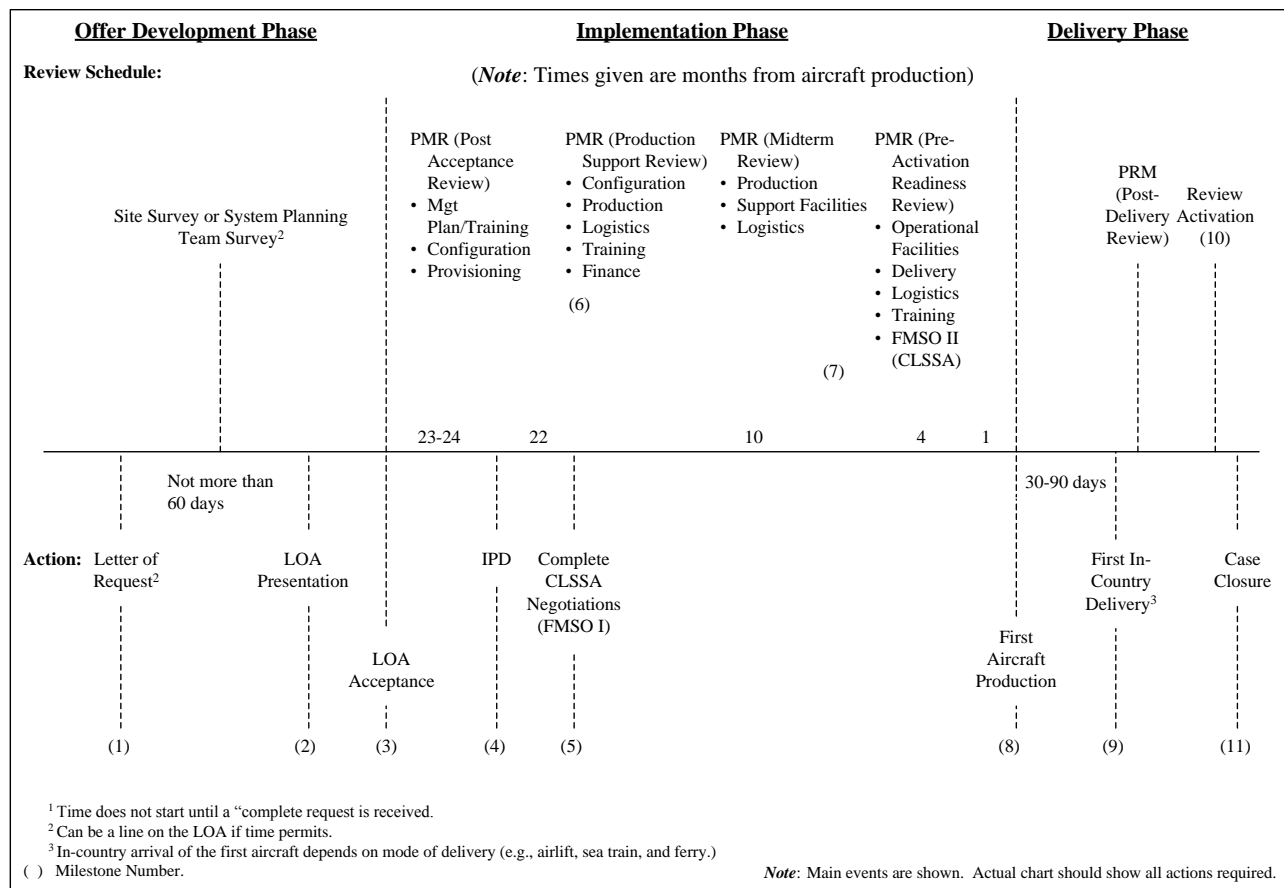
A2.2.8. Milestone 8First Aircraft Production. This milestone identifies the first end-item's completion date and establishes when the delivery phase starts.

A2.2.9. Milestone 9First System Delivery InCountry. This milestone identifies the date the first major end items arrive in country.

A2.2.10. Milestone 10FollowOn Review. System reviews are sometimes required after initial activation. The need for such meetings depends on partner experience with the system, changing production considerations, support availability, and other factors.

A2.2.11. Milestone 11--Case Closure.

**Figure A2.1. FOREIGN MILITARY SALES MANAGEMENT PLAN Sample Milestone Chart1**



## Attachment 3

## TYPES OF AIR FORCE FMS CASES

Figure a3.1. Types Of Air Force Fms Cases

First Position of the Case Designator	Articles or Services	Who Prepares/Manages the LOA
A	Munitions (Ammunitions, Bombs, Rockets) - Defined or Blanket	AFSAC
B	Munitions (Non-AFMC Managed)	
C	Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) - Defined or Blanket	AFSAC
D	Communication Equipment (i.e., C <sup>4</sup> I) and Facilities. May include end items, spares, equipment, training, facilities, etc. - Blanket or Defined	AFSAC
E	Support equipment - Blanket	AFSAC
F	Spares – Defined	AFSAC
G	AFMC Services	AFSAC
H	Government Furnished Equipment/Materiel (Section 30)	AFSAC
I	Contingency Support	AFSAC/DSCA
J	Aircraft Ferry	AFSAC
K	FMSO (KA-FMSO I and KB-KW-FMSO II)	AFSAC
L	Equipment - Defined	AFSAC
M	Maintenance	AFSAC
N	Special Support - Blanket or Defined	AFSAC AFSAT
O	Communications Security (COMSEC)	AFSAC
P	Publications, drawings, computer products, manuals, stocklists, technical orders, digitized data, training materiel and AV equipment - Blanket or Defined	AFSAC
Q	Systems Sustainment Support	AFSAC
R	Spares - Blanket	AFSAC
S	Major Aircraft System Sales - Defined	AFSAC
T	Training - Blanket or Defined	AFSAT
U	Pseudo Cases for EDA	AFSAC
V	Class IV/V Modifications	AFSAC
W	Reserved	
X	Reserved for DFAS-IN/JAX, Special Financial	
Y	Major Missile System Sales - Defined	AFSAC
Z	Leases under AECA, Chapter 6. Assigned for control and management only (not an FMS case)	AFSAC

**Attachment 4****MANPOWER REQUIREMENTS PACKAGE (MANUAL VERSION)**

**A4.1. CASE IDENTIFICATION DATA:** This paragraph should contain the following data:

A4.1.1. MRP Creation Date: Enter the start date of the MRP creation.

A4.1.2. Case Identifier, e.g., Country Code: “BN,” US Service Code: “D,” Case Designator: “SAE.” Enter amendment/modification number, if the MRP is supporting an amendment or modification to an existing LOA.

A4.1.3. Case title, e.g., program nickname PEACE XXXX. If there is no program nickname, include a reference to what the case is for, e.g., F-15 aircraft sale, logistics services, sustainment for F-16 aircraft, etc. When a MRP is submitted in SAMRS the case title on the case identification page should remain standardized from the basic version to any subsequent variation of the first MRP/MTDS

A4.1.4. MAJCOM: Enter your MAJCOM Identifier, i.e., AETC, AFMC, ACC, etc.

A4.1.5. Local Validator: Enter the local organization designation, i.e., ASC, AFSAT/DOP and in a parenthesis first and last name of the local validator. Ex: ASC (Jane Doe).

A4.1.6. HQ/MAJCOM Validator: Enter the HQ MAJCOM Identifier and in a parenthesis first and last name of the HQ/MAJCOM validator. Ex: HQ ACC (Jack Smith).

A4.1.7. Country Director/Command Country Manager: Enter first and last name of the CD or CCM.

A4.1.8. Case Purpose: Briefly describe the purpose of this case and how this MRP/MTDS supports the purpose of this case.

A4.1.8.1. This should be a short description of the case, not the work to be performed in support of the case. It should state what the case is about (weapon system or other items being procured or supported, the types of support items included in the various lines, etc.). If this is a follow-on to another case, it should reference the previous case and its case identifier.

A4.1.8.2. If an existing case is being amended or modified, the case purpose statement should also briefly describe the purpose of the amendment/modification.

A4.1.8.3. If the manpower is a result of a partner request for specific services, state so at the end of this paragraph and attach a copy of the partner request or LOR.

A4.1.8.4. If the requested manpower will continue efforts begun under a previous case, indicate that the partner has requested these activities/efforts be continued. Also reference the cases/lines which previously funded manpower.

A4.1.9. Anticipated LOA Signature Date or LOA Amendment/Modification Acceptance Date: Enter the applicable date that is no later than the offer expiration date.

A4.1.10. LOR Valid Date: Enter the LOR Valid milestone date from DSAMS, if available. If not, enter the applicable LOR date.



A4.1.11. Basic Acceptance Date: For an amendment or modification, enter the date the basic LOA was accepted.

A4.1.12. Period of Performance - Month 1: For Basic MRPs use the Anticipated LOA Signature Date. For Amendments or Modifications use the basic case's Implementation Date as month 1. Format is month and year, i.e., January 2011.

A4.1.13. Number of months required to execute this program: Enter the number of months to execute the manpower requirements on the MTDS starting with month 1, i.e., 24, 36, 60, etc.

A4.1.14. Inflation Rate(%): Enter the current year inflation rate as directed by SAF/IA.

#### **A4.2. MTDS. Direct case-funded.**

##### **A4.2.1. Part A: Personnel.**

A4.2.1.1. Line Item Detail: For each position listed on the MTDS, provide the following:

A4.2.1.1.1. Fund/Type: Enter "Case."

A4.2.1.1.2. Work Center: Enter your work center identifier, i.e., AFSAT, ASC, etc.

A4.2.1.1.3. Organization: Enter your organization identifier, i.e., DOM, 68 EWS, etc.

A4.2.1.1.4. Location: Enter the location of your organization, i.e., Randolph AFB, TX, Eglin AFB, FL, etc.

A4.2.1.1.5. Manpower Type: Civilian, Officer, Enlisted, Contractor, Wage Grade Employee, Service Line – X Code, Service Line – P Code, or Service Line – S Code.

A4.2.1.1.6. Rank/Grade: Enter applicable rank/grade for military/civilian.

##### **A4.2.1.1.6.1. Officer/Enlisted.**

A4.2.1.1.6.1.1. Justification for Military Essentiality: Enter applicable military essentiality justification from AFI38-204, *Programming USAF Manpower*, 1 August 1999, Table 6.1. How to Determine Military Essentiality.

A4.2.1.1.6.1.2. Offsetting PEC for this resource: If a GS or WG civilian is the offsetting resource, enter "A2002I." Otherwise, enter "Contractor."

A4.2.1.1.7. Cost per Hour: If Wage Grade Employee is selected, enter the cost per hour data. Ex: 11.25.

A4.2.1.1.8. Number of Hours per Man-year: Enter the applicable total number of man-years for the wage grade employee. Ex: 2080.

A4.2.1.1.9. Annual Wage Grade Salary: Enter total annual salary for the wage grade employee. Ex: 23400.00.

A4.2.1.1.10. LOA Line: Enter the LOA line that funds this manpower position.

A4.2.1.1.11. Position Title: Enter FMS manpower position title. Use only SAF/IA pre-approved titles.

A4.2.1.1.12. Start Month: Enter the LOA line start month. Ex: 1 (Jan 2011).

A4.2.1.1.13. End Month: Enter the LOA line end month. Ex: 12 (Dec 2011).

A4.2.1.1.14. FMS Type: Enter “Other Services.”

A4.2.1.1.15. Position (POS) #: For each GS or WG civilian position, enter assigned 10-digit POS. For a new position, enter “New.” For an existing position to be assigned another POS, enter “TBD.”

A4.2.1.1.16. C5.T6 Row Number: Enter the applicable row number from SAMM C5.T6. *Case-Related Manpower Function and Funding Source*.

A4.2.1.1.17. PAS Code: Enter the appropriate 4-digit alpha or alpha-numeric PAS assigned to your work center/organization.

A4.2.1.1.18. PEC: Enter “A2002I” for all cases accepted as of 1 August 2006.

A4.2.1.1.19. AFSC: Enter the applicable air force specialty code for an officer and enlisted.

A4.2.1.1.20. Locality %: For a GS civilian manpower position, enter the applicable locality percentage for the locale to two decimal places, i.e., 14.16.

A4.2.1.1.21. Occupation Series: Enter the 4-digit civilian occupation series, i.e., for a Logistics Manager, enter 0346.

A4.2.1.1.22. Total Cost: This field is required if a Services Line – X, P, or S Code is selected for Manpower Type. Enter the total line value applicable to the manpower services line on the LOA.

A4.2.2. Part B: Travel. For each travel item, the following information is required.

A4.2.2.1. Work Center: Enter applicable work center identifier, i.e., AFSAT, ASC, etc.

A4.2.2.2. Organization: Enter applicable organization identifier, i.e., DOM, 645 AESG/WIJ.

A4.2.2.3. Fiscal Year for this Trip: Enter the applicable year (not calendar year). Ex: 2011.

A4.2.2.4. Trip Purpose: Enter a trip purpose from a SAF/IA pre-approved list of trip titles. Ex: Case-Level Review.

A4.2.2.5. Detailed Trip Purpose: Enter a detailed trip purpose from a SAF/IA pre-approved list of detailed trip purpose. Ex: Training Review.

A4.2.2.6. Apply this trip for: Enter “CONUS” or “OCONUS.”

A4.2.2.7. USG or CTR Supported travel: Enter “USG” or “CTR.”

A4.2.2.8. LOA Line: Enter the LOA line that funds this trip.

A4.2.2.9. Number of trips for this purpose: Enter the number of trips.

A4.2.2.10. Trip Duration (Calendar days): Enter duration of each trip in number of days.

A4.2.2.11. Number of people for this trip: Enter number of travelers on each trip.

A4.2.2.12. C5.T6 row number: Enter applicable row number from SAMM Table C5.T6.

A4.2.2.13. Total travel cost: Enter the total cost for each travel line entry on the MTDS.

A4.2.2.14. In the Part B Travel text entry box, enter a description of the methodology used to develop travel requirements.

A4.2.3. Part C: Personnel Support Costs (PSC). For each PSC line entry on the MTDS, the following line item detail is required.

A4.2.3.1. Work Center: Enter applicable work center identifier.

A4.2.3.2. Organization: Enter applicable organization identifier.

A4.2.3.3. Type of Personnel Support Cost: Enter the type of PSC from a SAF/IA pre-approved PSC item titles. If “Other,” enter a description for each in the Part C text entry box.

A4.2.3.4. LOA Line Item: Enter the LOA line that funds this PSC line. Ex: 983.

A4.2.3.5. C5.T6 Row Number: Enter the applicable row number from SAMM Table C5.T6.

A4.2.3.6. Total Support Cost: Enter the total cost for this PSC line item entry.

A4.2.4. Part D: Narrative Description. Enter the reason why the manpower services provided are above and beyond SLS. Whenever feasible, a standardized manpower model should be used to build a justification. A lengthy narrative is not required when a pre-approved model is used. If a model is changed to meet a particular case requirement, provide a reason why a model was modified. If a model is not used, use of a catch phrase like “unique program” or “dedicated program management” alone should be avoided. The above and beyond SLS justification must specifically identify and clearly define the reason(s).

A4.2.5. Part E: Additional Comments. Use this section to provide any additional comments as necessary. In addition, use this section to show the LOA line value(s) when the MRP is supporting the LOA amendment or modification, as well as any additional costs not included in the MTDS. If the LOA line value(s) do not match between the MTDS and LOA provide justification. Note: In the automated SAMRS version of MTDS, Part E is Supporting Information.

A4.2.5.1. Case Duration: Enter the total case duration time frame on the LOA from first to the last fiscal quarter. Ex: Qtr. 2/2009 – Qtr. 1/2012.

A4.2.5.2. Total New Requirements for Part A, B, and C: Enter the total line value on the MTDS for each LOA line.

A4.2.5.3. Total: Enter the total MTDS value adding Parts A, B, and C.

A4.2.6. Part F: Point of Contact for Further Information Regarding Manpower on this Case. Ex: Manny Powell, SAF/IA, DSN425-XXXX, [Manny.Powell@pentagon.af.mil](mailto:Manny.Powell@pentagon.af.mil).

**A4.3. SLS MTDS.** An SLS MTDS follows the same set of guidelines as above for the direct case-funded MTDS with the following differences:

A4.3.1. When a FMS manpower model is used without a modification, no justification is required for Part D Narrative Description.

A4.3.2. No LOA line reference is required.

A4.3.3. At the bottom of the SLS MTDS, provide any additional comments concerning SLS workload/activities and corresponding manpower requirements. Describe any factors, historical records or unique methods used.

**A4.4.** With all MRP submissions, a copy of the most recently updated LOAD, LOR, and RP069 Document Pricing Calculations report are the minimum required attachments.

**A4.5.** After completing all line item detail for each line entry under Parts A, B, and C, complete the MTDS as shown below. Complete a separate MTDS for direct case-funded and SLS requirements. An expanded version of the MRP and MTDS is found at the SAMRS web site online: <https://www.my.af.mil/samrs/SAMRSHome.aspx>.

#### LOA Manpower and Travel Data Sheet (MTDS)

(Offline abbreviated version)

##### A. Personnel

Position/ Function	Grade/Rank/ Contractor	Organization	Line Item on LOA	Work Years of Effort	Duration (From/To)	Total Cost	Correspondin g Table C5.T6. Row#
Budget Analyst	GS-12	AFSAT/DOM	983	1.083	Nov 2011 – Nov 2012	124,100.41	13

Total: 124,100.41

##### B. Travel

Purpose of Trip	CONUS or In- Country	Line Item on LOA	Number of Trips	Duration of Each Trip	Number of People Each Trip	Total Cost	Corresponding Table C5.T6. Row#
Training Review Planning	Washington, DC	CONUS	4	5	2	5,000.00	19

Total: 5,000.00

##### C. Personnel Support Costs (i.e., office space, equipment, furniture, communications, supplies, etc.)

Type of Support	Total Cost	Corresponding Table C5.T6. Row#
Equipment-ADP	300,000.00	31

Total: 300,000.00

**A. Narrative Description:** (Use this section to describe the life of any services lines and any Program Management Lines (PMLs) in relation to the delivery schedule of the item(s). Provide the number of months of program management support beyond final delivery (not to exceed 6 months) and supporting information. [NOTE: Cases “accepted” on or after 1 Aug 06 will not include new PML requirements. Existing PMLs may continue until fully executed and will continue to be reported using this data sheet.] Clearly define for each of these line items exactly what support beyond the “Standard Level of Service is required. This

information must also be included in the LOA line item description notes and must be unique/tailored for each individual case.)

B. Additional Comments:

C. Point of Contact for Further Information Regarding Manpower on this Case:

**Attachment 5****SECURITY ASSISTANCE RATED OFFICER REQUIREMENTS ANALYSIS  
CHECKLIST**

The following checklist is to be used by the foreign military sales (FMS) Case Manager (CM) or Security Assistance Program Manager (SAPM) to assist Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Directors and A3OT in analyzing requests for rated officers. Include this checklist with the manpower requirements package.

**A5.1. Case Description.** Provide the case identifier and case description for which the requirements will be applied.

**A5.2. Case Mission.** State the mission of the case as it relates to the requirement for rated officers.

**A5.3. Officer Requirement Specifics.** Document the following specific of the requirement to ensure a complete description of the requirement.

A5.3.1. Number of rated officers required.

A5.3.2. Rank of rated officers required.

A5.3.3. Air Force Specialty Codes (AFSC) of rated officers required.

A5.3.4. Proposed tasks for each rated officer required.

**A5.4. Requirement Necessity.** Document for each requested rated officer whether the requirement is mission essential or a preferred enhancement.

**A5.5. Requirement Duration.** Document for each requested rated officer the requirement duration to include start date and end date.

**A5.6. Organic Substitution.** Document, for each requested rated officer, whether other organic Air Force resources (military or civilian) could be substituted in part or whole to meet the requirement.

**A5.7. Contract Substitution.** Document for each requested rated officer whether contract support could be substituted in part or whole to meet the requirement.

**A5.8. Mission Impact.** Document the impact to the mission if resource is not provided. Include whether the mission could be achieved and to what level of success.

**A5.9. Extension Possibility.** Document the potential for a resource request extension beyond the proposed Letter of Offer and Acceptance (LOA). If an extension is predicted document the following specifics:

A5.9.1. Predicted extension purpose, if different from the original.

A5.9.2. Estimated duration.

A5.9.3. Organic Air Force resource substitution potential.

A5.9.4. Contract support substitution potential.

**A5.10. Flight Requirement.** Document for each request whether the rated position requires flying. If flying is required, document what aircraft the rated officer(s) will fly.

**A5.11.** Additional Information. Provide any other relevant information to assist analysis.

**Attachment 6****MANPOWER SUMMARY FOR EXTENDED TRAINING SERVICES SPECIALISTS (ETSS)/TECHNICAL ASSISTANCE FIELD TEAM (TAFT) CASES**

**A6.1.** Case Identifier and Title:

**A6.2.** Case Description: Briefly describe what this case involves.

**A6.3.** Manpower Requirements: Provide the following for each position:

A6.3.1. Grade

A6.3.2. AFSC

A6.3.3. Location

A6.3.4. PAS Code\*

A6.3.5. Effective Dates

A6.3.6. SRID\*\*

\*If there is not an established PAS for the location, enter "TBD."

\*\*When establishing a new ETSS/TAFT, please provide the senior rater identification number (SRID) for that location.

**A6.4.** Contractor Personnel: The Arms Export Control Act (AECA) states that to the maximum extent possible contractor personnel should be used in any foreign country to perform defense services. Provide statement that contractor personnel were considered and brief explanation why they could not perform the workload.

**A6.5.** Military Essentiality: Military grades must be justified IAW current military essentiality guidance contained in AFI 38-204, *Programming USAF Manpower*. If the partner has specifically requested military positions, include a statement here.

**A6.6.** Enter costs for each position and total costs for length of LOA.



## Attachment 7

## FIGURE A7.1 SAMPLE MANPOWER ALLOCATION MEMORANDUM

BN-D-QXX-BASIC - USE A FAKE SYTEM/EXAMPLE  
MEMORANDUM FOR AFMC/A1MR

FROM: SAF/IAPX

1080 Air Force Pentagon  
Washington, DC 20330-1080

Subject: FMS Manpower Allocation for BN-D-QXX-BASIC

SAMRS has been updated to show that the IPD for the referenced MRP has been issued. Manpower Requirements are approved by SAF/IAPX to be allocated as documented in the approved MRP. (SAMRS SAF/IAPX approval #1111)

Should you have any questions, please contact the undersigned.

//Signed//

John Doe, GS-13  
Security Assistance Policy Analyst  
Security Assistance Policy Division  
Deputy Under Secretary International Affairs

=====

SAF/IAPX Facing Page

TO: A1MP

SUBJECT: FMS Manpower Requirements Package (MRP) BN-D-QXX-BASIC

APPROVAL CODE: #1111

REQUIRED MANPOWER ACTIONS:

PEC: 2002I  
CMD: AFMC  
MIL: 2  
MEs: 8.000  
Eff-Thru FY: FY07/1 – FY10/4

PEC: 2002I  
CMD: AFMC  
CIV: 2  
MEs: 7.500  
Eff-Thru FY: FY07/2 – FY10/4

PEC: 2002I

CMD: AFMC

USDH: 2

MEs: 8.000

Eff-Thru FY: FY07/1 – FY10/4

DESCRIPTION OF CHANGE: Use a fake system and contractor name. There are 2 military, 2 organic, and 2 contractor positions providing engineering, program management, contracting, financial, logistics and test management services for this program which will be sharing 50% with XX-D-XXX thru the period of performance of FY 10/4. Several factors have played a role in the extension of this manpower as cited in amendment 2 of this case. A substantial delay in the schedule of the modification for the aircraft has caused: (1) the renegotiation of the modification schedule by the prime contractor; (2) increased costs to the program; and (3) a delay in the initiation and follow-on support of the aforementioned aircraft.

ACTION OFFICERS / OFFICE / PHONE / E-MAIL:

John Doe/ SAF/IAPX / DSN 425-0000 / john.doe@pentagon.af.mil

Approval Number: 1644

## Attachment 8

## MINIMUM COORDINATION REQUIREMENTS FOR SECURITY ASSISTANCE DOCUMENTS

## A8.1. Foreign military sales (FMS) Cases, Pseudo Cases, and Leases.

**Note:** Air Force Security Assistance Center (AFSAC) and Air Force Security Assistance Training (AFSAT) Squadron will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director for appropriate SAF-level coordination. "X" indicates coordination is required for all cases marked. All Letters of Offer and Acceptance (LOAs) require mandatory coordination by the SAF/IA, AFSAC or AFSAT Missile Technology Control Regime (MTCR) Point of Contact.

## A8.1.1. Case Types for Security Assistance Documents.

## Case Types

	A	C	D	E	F	G	H	K	L	M	N	O	P	Q	R	S	T	U	V	Y	Z
Policy (SAF/IAPX)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Missile Technology Control Regime (SAF/IAPD & SAF/IAPX)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Legal Review (SAF/GCI)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Financial (SAF/FMBMS)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Frng Dsc/Rls (SAF/IAPD)	1	1	X	1	1	1	1	1	1	1	X	1	1	1	1	X	1	1	1	X	1
Logistics (A4/7)			2	2												2				2	
Acquisition/PEM (SAF/AQ)			3								3					3				3	
Systems (SAF/IAPD )			X								4					X				X	
Prg/Eval (A8)																5					5
Plan/Ops (A3/5)			6								6					6				6	
Test/Eval (TEP)											7					7					

**Notes:**

1. Coordination required for any case involving release or disclosure issues.
2. For stockpiled materiel of US war reserve materiel (WRM), coordinate with Deputy Chief of Staff/Logistics, Installations and Mission Support, Directorate of Logistics (AF/A4L). For system support, coordinate with AF/A4L, or as appropriate. When munitions or munitions related equipment is involved, coordinate with AF/A4L. If POL is involved, coordinate with HQ USAF.
3. For FMS acquisitions, coordinate with Deputy Under Secretary of the Air Force/International Affairs, Armaments Cooperation Division (SAF/IAPQ) and the cognizant PEM in Assistant Secretary of the Air Force/Acquisition (SAF/AQ). Coordinate contractual aspects of security assistance with Assistant Secretary of the Air Force/Acquisition, Contracting (SAF/AQC). If an international cooperative project is involved, coordinate with SAF/IAPQ. Deputy Under Secretary of the Air Force/International Affairs, Space and Cyber Division (SAF/IAPS) coordination is required for all cases involving Global Positioning System (GPS) equipment.

4. Deputy Under Secretary of the Air Force/International Affairs, Foreign Disclosure, Weapons and Technology Transfer Division (SAF/IAPD) and SAF/IAPX coordination is required on all exercise cases.
5. A8P coordination is required on all cases or leases involving aircraft.
6. The appropriate office within SAF/IAPD and SAF/IAPX coordination is required for all cases involving aircraft ferrying or Congressional Notification under Section of 36(b) of the Arms Export Control Act (AECA).
7. Training Evaluation Program (TEP) coordination is required for all cases which include drones or targets.

**A8.1. 2. Additional case coordination information:**

A8.1.2.1. Except for blanket order cases, add SAF/IAPD as coordinating agencies on any sale which requires electronic warfare (EW) threat data in the system, such as EW warning receivers (ALR systems), Electronic Counter Measure (ECM) pods (ALQ systems), and aircrew simulators.

A8.1.2.2. If line items are added to any type of case, the case requires coordination with the same offices as if a new LOA.

A8.1.2.3. Coordinate with AF/A4L if diversion from inventory involves WRM or is nuclear-related.

**A8.2. Other Security Assistance Documents.**

**A8.2.1. DSCA Coordination Table**

	Price and Availability Data	Geodetic & Geophysical Survey	Temporary Upgrade of FAD	Accelerated Payment Schedule	USG Trans Except	Sole-source Requests	Pen & Ink Cgs	Reinst of Offer
Policy (SAF/IAPX)					X	X	X	X
Legal Review (SAF/GCI)						X	1	1
Financial (SAF/FMBMS)							2	2
Prg/Eval (A8)			X					
Systems (SAF/IAPD)	X	X						
DSCA				X			3	3
DSCA					X			

**Note:** AFSAC and AFSAT will coordinate with local offices. If local offices are not available, AFSAC and AFSAT cases must be sent to the SAF/IA Country Director for coordination with SAF offices. Cases marked for Defense Security Cooperation Agency (DSCA) coordination must be coordinated with DSCA--there is no local office equivalent. "X" indicates coordination is required for all cases marked.

**Note:**

1. Office of the Air Force General Counsel, International Affairs (SAF/GCI) coordination is required on all pen and ink changes that change LOA terms and conditions.
2. Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for

Security Assistance (SAF/FMBMS) coordination is required on all pen and ink changes and reinstatements that change line or case values.

3. DSCA/COMPT-FMPD coordination is required on all pen and ink changes and reinstatements that change line or case values.

**A8.2. 2. LOA data (LOAD) preparer and any intermediate organizations that reviewed the LOAD**

A8.2.3. All organizations that will get an International Program Directive (IPD), if the LOA is accepted

A8.2.4. Purchaser's continental US (CONUS) FMS representative, if the document is sent to a Security Cooperation Office (SCO) or outside CONUS address

A8.2.5. SCO, if the document is sent to a purchaser's CONUS representative

A8.2.6. SAF/IAPX (all SAF/IA-written cases)

**A8.3. IPDs and IPD Amendments:**

A8.3.1. Purchaser's CONUS FMS representative

A8.3.2. SCO in purchaser's country

A8.3.3. Defense Finance and Accounting Service, Indianapolis Center, Security Cooperation Accounting (DFAS-IN/JAX)

A8.3.4. SAF/FMBMS

A8.3.5. SAF/IAPD (if aircraft are involved)

A8.3.6. Subordinate implementing command, as required

A8.3.7. Unified commands ("D" and "S" cases and other cases requiring congressional review)

A8.3.8. SAF/IAPX (all SAF/IA-written cases)

A8.3.9. The Air Combat Command, Air Operations Squadron, Aircraft Delivery Flight (ACC/AOS/AOD) (aircraft ferry).

**Attachment 9****INTERNATIONAL PROGRAM DIRECTIVE (IPD) FORMAT**

**Note:** The following International Program Directive (IPD) formats contain the minimum information required. Additional paragraphs and instructions should be included on a case-by-case basis as required. Modifications to this format may be necessary because of the unique nature of a program (i.e., leases).

**A9.1. Format 1.** The Memorandum of Agreement between Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) and Assistant Secretary of the Air Force/Acquisition (SAF/AQ) requires that SAF/IA implement system sales involving major procurements to SAF/AQ. The IPDs for these cases should use the following format.

Figure A9.1.1.

No. XX-D-XXX (1)

Date:

SAF/IA Country Director:

DSN:

Comm:

**INTERNATIONAL PROGRAM DIRECTIVE FOR****CASE XX-D-XXX**

**(Case Nickname)**

IMPLEMENTING ORGANIZATION: SAF/AQ\_

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol. )

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

**1. EXECUTIVE SUMMARY:** This document provides direction to SAF/AQ\_ to implement XX-D-XXX, which provides (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

**2. PROGRAM SUMMARY:**

a. References: *SAMM*, AFMAN 16-101, AFI 16-105-IP, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: SAF/AQ\_ will implement this program by issuing a Program Management Directive (PMD) in accordance with established procedures. (Any expediting

information unique to this case should be included in this paragraph. For example, if a trip is planned, which would require immediate action prior to receipt of the PMD, that should be stated so that SAF/AQ can issue instructions accordingly.)

c. Scope of Authority:

(1) Specified United States Government (USG) responsibilities under the LOA.

(2) Receipt by OAC activity of approved obligational authority.

(3) FAD.

(4) AFMAN 16-101, as modified.

(5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the purchaser.

(1) The SAF/IA Country Director is the primary interface with the purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or purchaser to the SAF/IA Country Director.

### **3. CASE MANAGEMENT DIRECTION:**

a. General Program Guidance:

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director and SAF/AQ within twenty-one days after receipt of this document and PMD direction. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, notes, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

b. Specific SAPM and Line Manager Guidance:

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SCO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

**4. PROGRAM RESOURCES:**

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

**5. PURCHASER RESPONSIBILITIES:** The purchaser has agreed to the following responsibilities:

a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA.

b. (Include other purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)

c. As specified in the LOA.  
Attachments:

1. LOA XX-D-XXX



2. Any Pen and Ink Changes to the LOA

3. Any Reinstatements of Offer to the LOA

**A9.2. Format 2.** The following format should be used for those cases that do not involve SAF/AQ.

Figure A9.2.1.

No. XX-D-XXX (1) Date:

SAF/IA Country Director:

DSN:

Comm:

## **INTERNATIONAL PROGRAM DIRECTIVE**

### **FOR**

### **CASE XX-D-XXX**

**(Case Nickname)**

IMPLEMENTING ORGANIZATION:

SECURITY ASSISTANCE PROGRAM MANAGER (SAPM):

LINE MANAGER ORGANIZATIONS: (For each line management code (LMC) used on the LOA, include an office symbol.)

OPERATING AGENCY CODE (OAC) ORGANIZATIONS: (For each OAC used on the LOA, include an office symbol.)

**1. EXECUTIVE SUMMARY:** This document provides direction to furnish the XX Government with (include a brief summary explaining articles/services to be provided on the case). Funding for this program is (include type of funding from the LOA).

### **2. PROGRAM SUMMARY:**

a. References: *SAMM*, AFMAN 16-101, AFI 16-105-IP, AFR 800-1, AFR 800-2, and the Letter of Offer and Acceptance (LOA). Also include any Statement of Work (SOW) or Memorandum of Understanding (MOU) that applies.

b. Implementing Instructions: The SAPM and Line Manager must prepare implementing instructions and forward a copy to the SAF/IA Country Director within twenty-one days. The

instructions must cover all pertinent parts of this Directive and assignments of tasks within their organization. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

c. Scope of Authority:

(1) Specified United States Government (USG) responsibilities under the LOA

(2) Receipt by OAC activity of approved obligational authority

(3) FAD:

(4) AFMAN 16-101, as modified

(5) Authorities as listed in paragraph 2.a. references.

d. Relationship to LOA Data (LOAD): (Include any changes made to the LOAD or a statement that LOAD was incorporated into the LOA without change.)

e. Country Director: The SAF/IA Country Director has overall responsibility for this program up to case implementation. This includes LOA changes and participation in meetings/reviews involving the purchaser.

(1) The SAF/IA Country Director is the primary interface with the purchaser and may attend all meetings with representatives of the Government of XX.

(2) All requests for additions, deletions, and modifications must be submitted by the SAPM or purchaser to the SAF/IA Country Director.

### **3. CASE MANAGEMENT DIRECTION:**

a. General Program Guidance:

(1) The SAPM is responsible for program execution and implementation. The SAPM and Line Managers must prepare implementing instructions and forward a copy to the SAF/IA Country Director and SAF/AQ\_ within twenty-one days after receipt of this document and PMD direction. The instructions must cover all pertinent aspects of this directive and assignment of tasks within the field organizations. The instructions will include the name, rank/grade, telephone number, and organization of the Line Manager(s).

(2) The SAPM must forward to the SAF/IA Country Director all proposed additions, modifications, and deletions of LOA costs, availability, source of supply, notes, management plan, and other LOA changes. The SAPM must inform the SAF/IA Country Director of all proposed program reviews and meetings involving the purchaser so the SAF/IA Country Director may attend said reviews/meetings. The SAPM will receive inputs from the Line Manager and coordinate actions, as appropriate.

(3) Line Managers will ensure the availability time frames contained in the basic LOA are adhered to. It is imperative the SAF/IA Country Director be advised of any delays, slippage or problems that affect contracting, delivery or installation of equipment associated with this program.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

b. Specific SAPM and Line Manager Guidance:

(1) Milestones:

(2) The SAPM and Line Managers are responsible for execution of the program, to include the tasking of supporting organizations.

(3) The SAPM is responsible for chairing Program Management Reviews attended by the SAF/IA Country Director, Line Managers, supporting organizations, contractors, and SCO personnel.

(4) (Additional paragraphs may be added to explain requirements unique to this case.)

(5) Procedures for line item changes are contained in AFMAN 16-101.

(6) Security Assistance Line Manager responsibilities are contained in AFMAN 16-101.

**4. PROGRAM RESOURCES:**

a. Financial: Obligational authority is (approved or pending). (If OA is being withheld on any lines, these lines should be specified in this paragraph.)

b. Manpower: (Include any manpower requirements on the case including any restrictions to obligational authority if manpower is not yet approved. If no manpower exists on the case, "N/A" should be entered.)

**5. PURCHASER RESPONSIBILITIES:** The purchaser has agreed to the following responsibilities:

a. Purchaser requests for additions, deletions, and modifications to the program must be submitted to SAF/IA.

b. (Include other purchaser actions which may not have been specified in the LOA, or which might require additional clarification.)

c. As specified in the LOA.

Attachments:

1. LOA XX-D-XXX
2. Any Pen and Ink Changes to the LOA
3. Any Reinstatements of Offer to the LOA

**Attachment 10****SECTION 506(A), FOREIGN ASSISTANCE ACT EXECUTE ORDER**

**A10.1.** Sample Message Format. This notification is required to be accomplished in MESSAGE format. Coordination by the Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) Country Director should include Deputy Under Secretary of the Air Force/International Affairs, Security Assistance Policy and International Training & Education Division (SAF/IAPX); Office of the Air Force General Counsel, International Affairs (SAF/GCI); Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Directorate of Budget Management and Execution, Assistant for Security Assistance (SAF/FMBMS); and Assistant Secretary of the Air Force/Financial Management and Comptroller, Deputy Assistant Secretary for Budget, Budget Operations Integration Directorate (SAF/FMBOI) as a minimum. The Country Director should also receive coordination from Air Force Security Assistance Center, International Logistics Branch (AFSAC/IARS) who will be responsible for staffing the message through the appropriate AFSAC offices. Coordination by phone, e-mail or fax is acceptable. The format below is merely an example to follow.

FROM: SAF/IA DIVISION

TO: All Implementing Command (s) (Line Managers)

INFO: (AS REQUIRED) TEXT FOLLOWS

SUBJECT: FY10 506(A) (2) DRAWDOWN IN SUPPORT OF ANTI-NARCOTICS, USAF EXECUTE ORDER NUMBER 5, BANDARIA NATIONAL POLICE

REF: SECDEF/USDP: DSCA MSG 151631Z MAR 10

THIS MSG IN VI PARTS

PART I FOR ALL

1. REF MSG IS AN EXECUTE ORDER AUTHORIZING USAF PURSUANT TO PRESIDENTIAL DETERMINATION UNDER SECTION 506 (A) (2) OF THE FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, TO PROVIDE WEAPONS, MUNITIONS, AND FLIGHT EQUIPMENT AND ASSOCIATED TRAINING TO THE GOVERNMENT OF BANDARIA. (BANDARIAN NATIONAL POLICE).

2. THE PROVISIONS OF THE SECTION 506(A) (2) ONLY AUTHORIZE THE DRAWDOWN OF MATERIEL FROM STOCK AND THE PROVISION OF NON-CONTRACTUAL SERVICES FROM DOD RESOURCES. ANY COSTS INCURRED FOR NON-CONTRACTUAL SERVICES AS WELL AS SUPPLIES USED TO SUPPORT THIS TASKING SHOULD BE IDENTIFIED AGAINST ESP CODE "ZT" FOR FUTURE REIMBURSEMENT. UNTIL APPROPRIATIONS ARE MADE AVAILABLE BY CONGRESS IAW PRESIDENTIAL REQUEST, OPEN ACCOUNT RECEIVABLES

SHOULD BE ESTABLISHED FOR COSTS INCURRED BY EACH PERFORMING AGENCY.

3. AS A GENERAL RULE, THE BASIC "PRICING" GUIDELINES FOR ASSESSING THE VALUE OF DRAWDOWN EQUIPMENT AND SERVICES IS BASED ON DOD 7000.14-R, FINANCIAL MANAGEMENT REGULATION. THE BASIC PRINCIPLES ARE THAT NON-EXCESS EQUIPMENT IS VALUED AT "ACQUISITION COST ADJUSTED FOR AGE AND CONDITION" AND EXCESS EQUIPMENT IS VALUED AT "5-50%" OF ITS ORIGINAL ACQUISITION COST BASED ON APPLICABLE CONDITION CODES. VOLUME 15, CHAPTER 7 OF DOD 7000.14-R SHOULD BE REVIEWED IN DEVELOPING THE VALUE OF THE DRAWDOWN EQUIPMENT/SERVICES. NOTE THAT THE TERM "VALUED" IS USED AS OPPOSED TO "PRICED" AS DRAWDOWN EQUIPMENT IS NOT BEING SOLD.

#### PART II FOR AFSAC

4. FOR AFSAC: THE FOLLOWING MASLS ARE PROVIDED TO SATISFY THIS REQUIREMENT.

- A. GENERIC CODE: KIA
- B. MASL: 9K1A00CLTEXIE
- C. DESCRIPTION: INDIVIDUAL EQUIPMENT
- D. QUANTITY: N/A
- E. VALUE: \$400,000
- A. GENERIC CODE: G1F
- B. MASL: 1305005554055
- C. DESCRIPTION: .50 CAL AMMO (DODIC A545)
- D. QUANTITY: 500
- E. VALUE: \$1,650,000

As required, list other articles/services to be provided in the drawdown in the same manner.

5. AFSAC IS RESPONSIBLE FOR ESTABLISHING PSUEDO CASE IDENTIFIERS AND RECORD CONTROL NUMBERS (RCNS) FOR THIS REQUIREMENT. PARA 7G OF THE REF MSG LISTS THE APPLICABLE RCN'S FOR THE BANDARIA NATIONAL POLICE. PLEASE PROVIDE THIS OFFICE WITH ASSIGNED CASES AND RCNS.

6. AFSAC IS ALSO RESPONSIBLE FOR TRACKING COST OF MATERIEL AND ALL APPLICABLE ASSOCIATED PACKING, CRATING & HANDLING AND TRANSPORTATION COSTS. (Include an estimate cost for each accessorial).

7. THE PRESIDENT, THROUGH DOD, IS REQUIRED TO REPORT TO CONGRESS ALL COSTS INCURRED AND DELIVERIES (PACKING, CRATING, HANDLING, AND TRANSPORTATION) OF COMMODITIES AND SERVICES PROVIDED UNDER THE AUTHORITY OF PRESIDENTIAL DETERMINATION (PD) # 99-50. THE DSCA 1000 SYSTEM IS THE VEHICLE FOR THIS REPORTING. AFSAC IS RESPONSIBLE FOR SUBMITTING THE APPROPRIATE PROGRAMMING AND DELIVERY DATA TO THE 1000 SYSTEM AS SOON AS POSSIBLE. GUIDANCE IS CONTAINED IN CHAPTER 11 AND CHAPTER 15 OF THE SECURITY ASSISTANCE MANAGEMENT MANUAL, DOD 5105.38M. CARD COLUMNS 47-50 SHOULD CONTAIN THE PRESIDENTIAL DIRECTIVE NUMBER 99-50, AND CARD COLUMN 35 SHOULD CONTAIN "C." THE DATA ENTERED INTO THE DSCA 1000 SYSTEM SHOULD BE REVIEWED AND UPDATED AS NECESSARY TO REFLECT THE BEST ESTIMATE OF ANTICIPATED FINAL COSTS.

#### PART III FOR OO-ALC & AFSAC

8. THE REQUIREMENT TO RELEASE THE .50 CAL AMMO AND RUNWAY CRATERING CHARGES FROM STOCK WAS COORDINATED WITH USAF/ILMW. THE NSN FOR THE .50 CAL AMMO IS 1305-00-555-4057, ITEM MANAGER IS BILL SMITH, DSN 775-4321. AFSAC IS RESPONSIBLE FOR PROVIDING A TRANSPORTATION FUND CITE AND ALL APPLICABLE SUPPLY INFORMATION TO ENSURE EXPEDITIOUS MOVEMENT OF THESE ITEMS.

#### PART IV FOR AFSAT

9. AFSAT IS DESIGNATED AS LINE MANAGER FOR THE TRAINING PORTION OF THIS EXECUTE ORDER. REQUEST YOU WORK CLOSELY WITH THE USMILGP TO DETERMINE ALL TRAINING REQUIREMENTS.

10. AFSAT IS RESPONSIBLE FOR PROVIDING ALL TRAINING COSTS ASSOCIATED WITH THIS PROGRAM TO MR. JOHN DOE, AFSAC, DSN 787.

#### PART V FOR SAF/FMBMS/FMBOI & AFMC/FM

11. ALL MTT SECURITY ASSISTANCE TRAINING REQUIREMENTS ARE TO BE SUBMITTED IAW THE JOINT SECURITY COOPERATION EDUCATION AND TRAINING (JSCET). FYI, USAF IS NOT RESPONSIBLE FOR PAYMENT OF TRAVEL AND LIVING ALLOWANCE (TLA) COSTS FOR CONUS CLASSROOM TRAINING.

#### PART VI FOR ALL

12. REQUEST SAF/FMBMS/FMBOI PROVIDE FUNDING ON AN AFTER THE FACT REIMBURSEABLE BASIS, IF AVAILABLE, FOR PD 99-50 TO AFMC/FM. FUNDING ESTIMATE IS \$2,500.000. TO AFMC/FM. REQUEST AFMC/FM PROVIDE FUNDING NOT TO EXCEED \$2.5M WITH ASSIGNED ESP CODE ZT TO AFSAC/SDFC. THE TOTAL OF \$2.5M SHOULD NOT BE EXCEEDED WITH FURTHER GUIDANCE FROM THIS OFFICE AND SAF/FMBOI. (Remember that not all of the items in paragraph 4 are reimbursable, therefore you will need to spell out specific reimbursable items.)

13. SAF/IA(Division) POINT OF CONTACT IS (Country Desk Officer), DSN 425-XXX. COMM: 703-588-XXXX.



**Attachment 11**

**WORKSHEET FOR REQUESTING TECHNICAL ASSISTANCE TEAM (TAT) AND  
TECHNICAL ASSISTANCE FIELD TEAM (TAFT)**

**A11.1. PURPOSE**

**A11.2. PERSONNEL**

A11.2.1. Grade

A11.2.2. AFSC

A11.2.3. Summary of tasks/responsibilities

A11.2.4. Prerequisite training

**A11.3. SUPPORT ARRANGEMENT**

A11.3.1. Lodging

A11.3.2. Food

A11.3.3. Transportation

A11.3.4. FAAS Agreement

**A11.4. EQUIPMENT AND CLOTHING**

**A11.4. 1 Equipment, such as tools, training aids, test equipment**

A11.4.2. Flying gear

A11.4.3. Military uniforms

A11.4.4. Civilian clothing

A11.4.5. Other

**A11.5. REPORTING INSTRUCTIONS**

A11.5.1. Location

A11.5.2. Tour duration

A11.5.3. Accompanied or unaccompanied

A11.5.4. En route TDYs

A11.5.5. Authorized mode of travel

A11.5.6. Sponsor/reporting official

**A11.6. House Hold Goods (HHG)/BAGGAGE**

A11.6.1. Allowances

A11.6.2. Routing

**A11.7. MEDICAL/IMMUNIZATION REQUIREMENTS**

**A11.8. SPECIAL INSTRUCTIONS**

## Attachment 12

**CHECKLIST FOR SECURITY ASSISTANCE TEAMS**

**A12.1.** For use in requesting/determining Letter of Offer and Acceptance (LOA) data for Permanent Change of Station (PCS) teams (Extended Training Services Specialists (ETSS)/Technical Assistance Field Team (TAFT)/ Weapon System Logistics Officer (WSLO)) and for preparing notes for LOAs (DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volume 15, *Security Assistance Policy and Procedures*).

A12.1.1. PRE-DEPLOYMENT TRAINING (Tuition only, exclude temporary duty (TDY) costs): Mark yes or N/A under the "Required" column.

<u>COURSE</u>	<u>DURATION</u>	<u>LOCATION</u>	<u>REQD</u>	<u>TUITION COST</u>
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Orientation Training

Cross-Cultural Communications Course

Anti-Terrorism Training

Other

A12.1.2. ESTIMATED PRE-DEPLOYMENT TDY COSTS:

A12.1.2.1. En route training/orientation:

A12.1.2.2. Personnel cost during en route training:

A12.1.3. ESTIMATED PCS COSTS:

A12.1.3.1. PERSONNEL:

A12.1.3.1.1. Quantity

A12.1.3.1.2. Grade/specialty

A12.1.3.1.3. Position

A12.1.3.1.4. Estimated report date (mo/yr)

A12.1.3.1.5. Duration (mos)

A12.1.3.1.6. Estimated cost

A12.1.4. ROUND TRIP TRANSPORTATION COSTS:

A12.1.4.1. Unaccompanied (team member only):

A12.1.4.2. Accompanied (member and dependents):

A12.1.5. SHIPMENT OF HOUSEHOLD GOODS:

A12.1.5.1. Unaccompanied (team member only):

A12.1.5.2. Accompanied (member and dependents):

A12.1.6. PACKING, CRATING, LINE HAUL, HANDLING, AND STORAGE:

A12.1.6.1. Unaccompanied (team member only):

A12.1.6.2. Accompanied (member and dependents):

A12.1.7. SHIPMENT OF POV:

A12.1.8. COST OF LIVING ALLOWANCE (COLA):

A12.1.8.1. Unaccompanied (team member only):

A12.1.8.2. Accompanied (member and dependents):

A12.1.9. HOUSEHOLD LIVING ALLOWANCE (HOLA) OR COST OF TEMPORARY AND PERMANENT HOUSING (to be provided by SCO):

A12.1.9.1. Unaccompanied (team member only):

A12.1.9.2. Accompanied (member and dependents):

A12.1.10. IN-COUNTRY SUPPORT COSTS (to be provided by SCO):

A12.1.10.1. Foreign affairs administrative support (FAAS):

A12.1.10.2. Vehicles (leased or purchased) for official use (and private use if pov shipment not authorized) fuel/maintenance costs:

A12.1.10.3. Mission sustainment equipment, articles, supplies (identify):

A12.1.10.4. Dependent schooling (accompanied only):

A12.1.10.5. Quality of life/morale welfare and recreation (qol/mwr) (identify):

A12.1.10.6. Special country-unique requirements (must be justified):

A12.1.10.7. Drivers

A12.1.10.8. Security guard(s)

A12.1.10.9. Other (specify)

A12.1.11. TDY COSTS AFTER ARRIVAL IN COUNTRY:

A12.1.11.1. TDY within country:

A12.1.11.2. TDY to CONUS:

A12.1.12. OTHER MISCELLANEOUS COSTS (identify, e.g., civilian CONUS home leave travel):

**Attachment 13****FORMAT FOR INITIAL REPORT FOR SECURITY ASSISTANCE TEAM (SAT)\***

Figure A13.1.

FROM: (Team Chief/Senior Member)

SUBJECT: SAT Initial Report (FMS Case Designator)

TO: LOA Line Manager  
SAF/IA Geographic Division  
IN TURN

1. Team title and composition:
2. Preparatory training and briefing:

Dates	Activity	Location	OPR
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3. Arrival date and mode of transportation for each member:
4. Conditions upon team arrival:

Lodging:  
Food:  
Transportation:  
Reception:  
Work center facilities and equipment:  
Availability of host personnel:  
Problems in any of these areas:

5. Recommendations for future deployments:

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(Team Chief or Senior Member)  
cc: SCO

**FORMAT FOR FINAL REPORT FOR SAT\***

Figure A13.2.

FROM: (Team Chief/Senior Member)

SUBJECT: Final or End of Tour Report for SAT (FMS Case Designator)

TO: LOA Line Manager

SAF/IA Geographic Division  
IN TURN

1. Team title and composition.
2. Period of report.
3. Summary of accomplishments (Identify the name and units of the international students trained for congressional reporting purposes)
4. Significant problems.
5. Recommendations for future deployments.

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(Team Chief or Senior Member)

cc: SCO

**Note:** \* Use the format in AFI 16-105-IP, *Joint Security Cooperation Education and Training (JSCET) Regulation* for training teams

**Attachment 14****CONTRACTOR ENGINEERING TECHNICAL SERVICES (CETS) REQUEST CHECKLIST**

**A14.1.** Description of Services to be Provided. (Overall summary of requirement and specific work tasks.)

**A14.2.** Specific Type of Weapons, Equipment, or Systems. (For example, make and model and the major area or component with which assistance is needed.)

**A14.3.** Desired In-Place Date and Duration. (Letter of Request (LOR) must be received at least 12 months before the team is needed)

**A14.4.** Required Location for CETS.

**A14.5.** Security Clearance Required.

**A14.6.** Estimated Amount of TDY Each Month.

**A14.7.** Logistics Support of CETS Personnel. (Availability of government housing, transportation, office space, etc.)

**A14.8.** Taxes. (Any taxes levied by host country against CETS personnel; e.g. import, export, and personal income taxes.)

**A14.9.** Administrative Support of CETS Personnel. (Identify administrative support available from the Security Assistance Organization (SCO), such as communications for official use, typing support, etc.)

**A14.10.** Sole-source Request. (If desired, must be justified to and approved by Deputy Under Secretary of the Air Force/International Affairs (SAF/IA) or Air Force Security Assistance Center/Commander (AFSAC/CC) as appropriate. See paragraph 4.10 of this manual for information on sole-source requests.)

**A14.11.** Additional Information.

A14.11.1. Daily work schedule, estimated overtime, duty hours, workweek, vacation, and holidays.

A14.11.2. Unusual physical demands.

A14.11.3. Unusual climate conditions and country or community customs.

A14.11.4. Whether family members may accompany CETS personnel.

A14.11.5. Availability of medical and checkcashing facilities incountry.

A14.11.6. Other information which will be helpful to the contractor in selecting personnel

**A14.12.** SCO Point of Contact. (Indicate the name, grade, Defense Switched Network (DSN) and commercial telephone numbers, message and mailing addresses for the SCO.)

**A14.13.** Interoperable Items. (Identify interoperable items with same or more capability than requested item.)

A14.13.1. Nsn

A14.13.2. Description

A14.13.3. Unit cost

A14.13.4. Applications

**A14.14. Required Delivery Dates.**

14.14.1. Training.

14.14.2. Operational.

**A14.15. Urgency.** (State urgency of requirement and advise of any workaround support.)

**A14.16. List Any Supporting Equipment Required.** (i.e., tools, test sets, calibration, etc.)

**A14.17. Is there country test, measurement, and diagnostic equipment (TMDE)?**

14.17.1. What level of TMDE?

14.17.2. Are TMDE spare parts available for repair of support equipment?

**A14.18. Training Required.**

14.18.1. Mobile Training Team (MTT).

14.18.2. Continental US (CONUS) skill and level.

14.18.3. In-country skill and level.

**A14.19. CETS.**

14.19.1. Number.

14.19.2. Specialty.

14.19.3. Duration.

**A14.20. Technical Orders Required.**

14.20.1. Technical Order Numbers.

14.20.2. Quantity.

**A14.21. Other Requirements.**

A14.21.1. Fuel

14.21.1.1. Diesel.

14.21.1.2. Gas.

14.21.1.3. JP-4.

14.21.1.4. Other.

A14.21.2. Type of connection for hydraulic lines.

A14.21.3. Air Pressure.

14.21.3.1. High and low.

14.21.3.2. Type of connection.

A14.21.4. Electrical.

14.21.4.1. Voltage.

14.21.4.2. Phase.

14.21.4.3. Frequency.

**(Note:** See AFI 16-105-IP, *Joint Security Cooperation Education and Training (JSCET) Regulation* for additional details required for training services.)



**Attachment 15****TASK WORK SPECIFICATION**

**A15.1.** Using activity:

**A15.2.** Contractor:

**A15.3.** Equipment/systems:

**A15.4.** Number of personnel required:

**A15.5.** Line item:

**A15.6.** General: The primary purpose of Contractor Engineering and Technical Services (CETS) is to provide on-site advice, liaison and informal training in the installation, operation and maintenance of equipment and systems related to the equipment/systems identified above. The object of the Contractor Engineering and Technical Services (CETS) is to elevate the technical skills and abilities of the personnel responsible for the operation and maintenance of the above equipment/systems to a level of self-sufficiency.

**A15.7.** Work specification. The contractor shall provide the Contract Field Services to accomplish the purpose and objective specified in paragraph A15.6. Specific delineation of tasks is to include but not necessarily be limited to the following:

List specifications herein.

**A15.8.** Required qualifications of contractor personnel.

List required qualifications herein.

**A15.9.** Administrative information.

A15.9.1. Duration of Services?:

A15.9.2. Temporary Duty (TDY) Anticipated?:

A15.9.3. Security Clearance Required? (If so, what level?):

A15.9.4. Private vehicle required or transportation furnished by country?:

A15.9.5. Will the country provide a driver if private vehicle is required?:

A15.9.6. Will CETS representatives be exempt from import and export duties if private vehicle is required?:

A15.9.7. Will CETS representatives be exempt from personal income taxes? (if not, What rate of taxation applies?):

A15.9.8. Will US logistics support be provided to include:

A15.9.8.1. Base Exchange, Class VI, Dry Cleaning and Laundry Services

A15.9.8.2. Commissary

A15.9.8.3. Banking to include Check Cashing privileges

A15.9.8.4. Vehicle Registration

A15.9.8.5. Gas and Oil

A15.9.8.6. Mail and Electronic Communications

A15.9.8.7. Emergency medical and dental services

A15.9.8.8. Recreational facilities

A15.9.8.9. Adequate working space at no charge

A15.9.8.10. General Base privileges

A15.9.8.11. CETS in bachelor status will not be granted dependents' school, but CETS in accompanied status may use dependents' schools charged at a rate set by the school's operator.

A15.9.8.12. CETS dependents may use the overseas base theaters with major command (MAJCOM) approval

A15.9.8.13. Are Government Quarters available? (if not, what is the average cost of commercial quarters and meals):

A15.9.8.14. Distance from operating location to suitable quarters?:

A15.9.8.15. Duty Hours observed?:

A15.9.8.16. Work week observed?:

A15.9.8.17. Overtime Anticipated?:

A15.9.8.18. Holidays observed by the CETS Representative?:

A15.9.8.19. Report to Instructions?:

A15.9.8.20. Certifying Official or Designee?:

A15.9.8.21. The CETS representative shall report to the Unit Security Manager and must have a valid favorable National Agency Check (NAC)